

AMHERST TOWN COUNCIL

AGENDA

REVISED

Wednesday, December 13, 2023

Meeting at 7:00 p.m.

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

- A. Call to Order for the Town Council– 7:00 p.m. - Mayor Tuggle**
- B. Pledge of Allegiance** - *I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*
- C. Invocation** - *Any invocation that may be offered before the official start of the Amherst Town Council meeting shall be the voluntary offering to, and for, the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by Council and do not necessarily represent the religious beliefs or views of the Council in part or as a whole. No member of the audience is required to attend or participate in the invocation, and such decision will have no impact on their right to participate actively in the business of the Council. Copies of the policy governing invocations and setting forth the procedure by which a volunteer may deliver an invocation are available upon request at the Town Hall.*
- D. Public Hearings and Presentations**
- 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. 1-8)** – *Drafts of the November 8th and 29th 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. 9-21)**- *The check register for the month of November 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. 22-75)**
 - a. Manager Monthly Report- **attached**
 - b. Police Chief Monthly Report - **attached**
 - c. Office Manager Monthly Report
 - d. Clerk of Council Monthly Report- **attached**
 - e. Public Works Monthly Reports- **attached**
 - 2. Other Reports (Pgs. 76-83)**
 - a. Planning Commission– *met December 6, 2023, minutes attached*
 - b. Economic Development Authority- *no meeting*
 - c. Robert E. Lee SWCD-*met October 26, 2023, minutes attached*
- H. Discussion Items**

1. **Proposed Conservation Easement for Ambler Farm (Pgs. 84-104)-** *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 has a presentation regarding possible park concepts and recommends approval of the conservation easement to allow the donation to go forward.*
2. **Accessory Dwelling Unit Ordinance (Pgs. 105-107)-** *Sara McGuffin- The Council held a public hearing on this ordinance at the last meeting and requested additional information from the Planning Commission. The Commission has considered the questions from Council and sends two alternative attached drafts for adoption.*
3. **Acceptance of Offer Letter from The Office of Drinking Water (handout)-** *Sara McGuffin- Staff submitted an application to the Virginia Department of Health to apply for funds under the Federal Bipartisan Infrastructure Law (BIL), which is being administered by the Office of Drinking Water. These funds are specifically targeted to assist with our required Lead Service Line inventory. Staff recommends accepting the award.*

I. **Matters from Staff**

J. **Citizen Comments**

K. **Matters from Town Council**

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

M. **Adjournment**

Vice Mayor Andra Higginbotham called a regular monthly meeting of the Amherst Town Council to order on November 8, 2023, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that a quorum was present as follows:

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

Also present were the following staff members:

Sara E. McGuffin	Town Manager		Ryan Watts	Police Captain
Kelley Kemp	Town Attorney		Gary Williams	Director of Plants
Vicki K. Hunt	Clerk of Council		Gary P. Smith, Jr.	Plants Maintenance Supervisor
Bobby Shiflett	Police Chief			

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

Town Manager McGuffin reported that a public hearing was held by the Planning Commission on August 3, 2023, 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. At its meeting on October 4, 2023, the Commission made a unanimous recommendation to Council for approval of the proposed ordinance.

Vice Mayor Higginbotham opened a duly advertised public hearing at 7:03 p.m. on the proposed amendment to the Town's Zoning and Subdivision Ordinances, Chapter 24, 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 one present who wished to speak on the matter, the public hearing was closed at 7:05 p.m.

Town Manager McGuffin read a statement from Jeremiah Kirkland in support of the amendment.

Ms. Wheaton made a motion that was seconded by Mr. Driskill to approve an amendment to the Town's Zoning and Subdivision Ordinances, Chapter 24, Dwelling Units Accessory to Single-Household Residences, allowing 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, as recommended by staff.

After discussion, Ms. Wheaton withdrew the motion.

Ms. Turner made a motion that was seconded by Mr. Thompson to return the matter to the Planning Commission for clarification on the number of accessory units that would be allowed on a lot containing a single family residence.

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

The matter was deferred to the December 13, 2023, Town Council meeting.

Vice Mayor Higginbotham opened the floor to citizen comments.

Tim Ware, Town of Amherst business owner, came forward to request that Council review and consider how town ordinances prohibiting banners and signs in front of businesses negatively impact those businesses.

Anna Pope, Town of Amherst resident, came forward in support of an addition of a little free library, and rope and tire swings at Old Mill Park.

Kenneth Watts, Town of Amherst resident, came forward to speak on negative public statements made during the recent election.

David Thomas, Town of Amherst resident, came forward in support of providing young adults with activities such as a town park.

Lucy Pope, Town of Amherst resident, came forward in support of an addition of restrooms at Old Mill Park.

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

Mr. Driskill made a motion that was seconded by Ms. Wheaton to approve the consent agenda items consisting of minutes of the meetings held on October 11, 2023, and October 26, 2023, and the October 2023 check registry, as presented.

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

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

Town Manager McGuffin gave an update on conditions and language contained in a proposed Deed of Gift of Easement by and between Ambler Farm, L.L.C. and Town of Amherst, Virginia, conveying to the town for public purposes property consisting of 22.157 acres, more or less, located in the Town of Amherst, Amherst County, Virginia, fronting on Route 29 (South Main Street). Town staff will continue to work with Paul Kilgore on the conditions of the easement. No action was taken by council.

Vice Mayor Higginbotham opened the floor to citizen comments.

Angela Sundaramurthy, Town of Amherst resident and business owner, came forward to speak on her view of restrictive and nonsensical town ordinances, and to request changes to sign ordinances, removal or reduction of meals and beverage taxes, and restoration of a good relationship between town government and its citizens.

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

At 7:47 PM, Town Attorney Kemp read a resolution to authorize closed meeting, as follows:

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

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

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

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

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

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

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

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

At 7:48 PM, pursuant to the Resolution, Town Council convened in closed session.

At 8:18 PM the meeting reopened to the public.

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

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

Responses via the roll call method were as follows:

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

There being no further business, on motion of Ms. Turner and seconded by Mr. Driskill the meeting adjourned at 8:19 P.M., until December 13, 2023, at 7:00 p.m.

The motion carried 5-0 as follows:

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

D. Dwayne Tuggle, Mayor

Attest: _____
Clerk of Council

TOWN COUNCIL OF THE TOWN OF AMHERST

MOTION: Sharon Turner

SECOND: Michael Driskill

Wednesday, November 8, 2023
Regular Meeting

RE: AUTHORIZE CLOSED MEETING

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

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

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

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

Adopted this 8th day of November 2023.

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of Council

Mayor D. Dwayne Tuggle called a special meeting of the Amherst Town Council to order on November 29, 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	Kenneth S. Watts

Also present were the following staff members:

Sara E. McGuffin	Town Manager	
Kelley Kemp	Town Attorney	
Vicki K. Hunt	Clerk of Council	

Town Manager McGuffin gave an update on conditions and language contained in a proposed Deed of Gift of Easement by and between Ambler Farm, L.L.C. and Town of Amherst, Virginia, conveying to the town for public purposes property consisting of 22.157 acres, more or less, located in the Town of Amherst, Amherst County, Virginia, fronting on Route 29 (South Main Street).

After discussion the matter was deferred to the December 13, 2023, meeting at which time staff will make a recommendation that Council accept the gift of easement and authorize Town Manager to execute the deed conveying the property.

At 8:16 PM, Town Attorney Kemp read a resolution to authorize closed meeting, as follows:

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

- Discussion or consideration of the acquisition of real property for a public purpose, namely a park, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.
- Consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation, where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the public body specifically related to litigation with Amherst County and the Life Saving and First Aid Crew.

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

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

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

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

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Kenneth S. Watts	Aye

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

At 8:17 PM, pursuant to the Resolution, Town Council convened in closed session.

At 8:58 PM the meeting reopened to the public.

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

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

Responses via the roll call method were as follows:

D. Dwayne Tuggle	Yes	Andra Higginbotham	Yes
Janice N. Wheaton	Yes	Michael Driskill	Yes
Sharon Turner	Yes	Kenneth S. Watts	Yes

There being no further business, on motion of Ms. Turner and seconded by Mr. Driskill the meeting adjourned at 9:00 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	Kenneth S. Watts	Aye

D. Dwayne Tuggle, Mayor

Attest: _____
Clerk of Council

TOWN COUNCIL OF THE TOWN OF AMHERST

MOTION: Sharon Turner

SECOND: Kenneth S. Watts

Wednesday, November 29, 2023
Special Meeting

RE: AUTHORIZE CLOSED MEETING

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

- Discussion or consideration of the acquisition of real property for a public purpose, namely a park, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.
- Consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation, where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the public body specifically related to litigation with Amherst County and the Life Saving and First Aid Crew.

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

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

Adopted this 29th day of November 2023.

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of Council

Range of Checking Accts: First to Last Range of Check Dates: 11/01/23 to 11/30/23
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num
PO #	Item	Description				Contract	Ref Seq Acct
GENERAL							
5731	11/03/23	ANTW005 BENCHMARK SYSTEMS, INC.					223
V4-00192	1	PREPAID HOURS	1,950.00	100-4-12510-6002	Expenditure		20 1
				I.T. SUPPLIES			
5732	11/03/23	BYMEL005 BY MELISSA FLORAL DESIGN					223
V4-00188	1	KEITH MOM FLOWERS	73.18	100-4-12110-5000	Expenditure		13 1
				CONTINGENCY REQUIREMENT			
5733	11/03/23	CENTR005 CENTRAL TECHNOLOGY SOLUTIONS					223
V4-00187	1	11/1-11/30/2023	657.15	100-4-43200-5230	Expenditure		12 1
				TELECOMMUNICATION			
5734	11/03/23	DARRY005 DARRYL DWAYNE TUGGLE					223
V4-00185	1	POC MEETING	106.73	100-4-12110-5501	Expenditure		10 1
				TRAVEL-MILAGE/HOTEL/CONFERENCE			
5735	11/03/23	DRUMM005 DRUMMOND ELECTRICAL, INC.					223
V4-00186	1	GENERATOR SERVICE	425.00	100-4-31100-3310	Expenditure		11 1
				REPAIR & MAINT. SVCS			
5736	11/03/23	MANSF005 MANSFIELD OIL COMPANY					223
V4-00189	1	10/16-10/31/2023	782.33	100-4-31100-6008	Expenditure		14 1
				FUEL			
V4-00189	2	10/16-10/31/2023	311.73	100-4-43200-6008	Expenditure		15 1
				FUEL			
V4-00189	3	10/16-10/31/2023	150.97	502-4-44000-6008	Expenditure		16 1
				FUEL/OIL			
			1,245.03				
5737	11/03/23	NEIGH005 NEIGHBORS HELPING NEIGHBORS					223
V4-00182	1	FY24 CONTRIBUTION	2,500.00	100-4-83500-5600	Expenditure		2 1
				NEIGHBORS HELPING NEIGHBORS CONTRIBUTION			
5738	11/03/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					223
V4-00184	1	LAB TESTING	206.50	502-4-44000-3140	Expenditure		4 1
				TESTING SERVICES			
V4-00184	2	LAB TESTING	187.90	502-4-44000-3140	Expenditure		5 1
				TESTING SERVICES			
V4-00184	3	LAB TESTING	206.50	502-4-44000-3140	Expenditure		6 1
				TESTING SERVICES			
V4-00184	4	LAB TESTING	187.90	502-4-44000-3140	Expenditure		7 1
				TESTING SERVICES			
V4-00184	5	LAB TESTING	380.60	501-4-44000-3140	Expenditure		8 1
				TESTING SERVICES			
V4-00184	6	LAB TESTING	50.20	501-4-44000-3140	Expenditure		9 1
				TESTING SERVICES			
			1,219.60				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL			Continued					
5739	11/03/23	U-000008 PIGG, LEIGH M					223	
24-00023	1	UTILITY REFUND Water	541.02	501-3-16080-0015	Revenue		1	1
				PREPAY UTILITIES				
5740	11/03/23	VERIZ005 VERIZON					223	
v4-00191	1	10/25-11/24	39.99	100-4-43200-5230	Expenditure		18	1
				TELECOMMUNICATION				
v4-00191	2	10/25-11/24	69.73	100-4-43200-5230	Expenditure		19	1
				TELECOMMUNICATION				
			<u>109.72</u>					
5741	11/03/23	WILLI005 WILLIAM LYLE CARVER					223	
v4-00183	1	QUARTER 3 2023	450.00	100-4-31100-5801	Expenditure		3	1
				ATTORNEY FEES				
5742	11/03/23	WITME005 WITMER PUBLIC SAFETY GROUP					223	
v4-00190	1	DARK NAVY	94.00	100-4-31100-6011	Expenditure		17	1
				UNIFORMS				
5743	11/09/23	ANTWO005 BENCHMARK SYSTEMS, INC.					224	
v4-00193	1	OCTOBER	401.50	100-4-12510-5600	Expenditure		3	1
				MICROSOFT OFFICE SERVICE				
5744	11/09/23	APPAL005 APPALACHIAN POWER					224	
v4-00200	1	STREET LIGHTS	2,695.28	100-4-41320-5100	Expenditure		16	1
				STREETLIGHTS				
5745	11/09/23	C-000005 CMG HOMES					224	
24-00024	1	CUSTOMER REFUND MAINT001	1,203.46	019-0-29900-0000	G/L		1	1
				FUND BALANCE' C'				
24-00024	2	CUSTOMER REFUND MAINT001	402.51	100-2-22000-0000	G/L		2	1
				DEFERRED REVENUE				
			<u>1,605.97</u>					
5746	11/09/23	COLON005 COLONY TIRE CORPORATION					224	
v4-00195	1	TIRE JD	1,909.64	100-4-43200-6012	Expenditure		5	1
				CHRISTMAS DECORATIONS				
5747	11/09/23	DISPL005 DISPLAY SALES CO					224	
v4-00194	1	LIGHTS	1,001.38	100-4-43200-6012	Expenditure		4	1
				CHRISTMAS DECORATIONS				
5748	11/09/23	FISHE005 FISHER AUTO PARTS, INC					224	
v4-00198	1	OCTOBER STATEMENT	26.87	501-4-44000-6009	Expenditure		12	1
				VEHICLE & EQUIP SUPPLIES				
v4-00198	2	OCTOBER STATEMENT	26.87	502-4-44000-6009	Expenditure		13	1
				VEHICLE & EQUIP SUPPLIES				
v4-00198	3	OCTOBER STATEMENT	14.46	100-4-43200-6009	Expenditure		14	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
			<u>68.20</u>					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
GENERAL			Continued				
5749	11/09/23	GREG005 GREGORYS GENERAL AUTO REPAIR					224
V4-00206	1	OIL LUBE	64.00	100-4-31100-6009	Expenditure		23 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
5750	11/09/23	HARRI005 HARRIS TIRE COMPANY					224
V4-00205	1	TIRES	602.16	100-4-31100-6009	Expenditure		22 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
5751	11/09/23	HIGHP005 HIGH PEAK SPORTSWEAR, INC.					224
V4-00203	1	NEW HIRE - GARY	175.50	501-4-44000-6011	Expenditure		20 1
				UNIFORMS			
5752	11/09/23	NEWSA005 THE NEWS & ADVANCE					224
V4-00199	1	OCTOBER STATEMENT	197.88	100-4-12110-3150	Expenditure		15 1
				PROFESSIONAL SVCS			
5753	11/09/23	PETER005 PETERS MACHINE & WELDING					224
V4-00201	1	LAGOON SCREEN	560.00	501-4-44000-6007	Expenditure		17 1
				REPAIR & MAINT. SUPPLIES			
5754	11/09/23	RAMSE005 RAMSEY & SON LUMBER CORP					224
V4-00196	1	MULCH	105.00	100-4-43200-6013	Expenditure		6 1
				AG SUPPLIES			
5755	11/09/23	USABL005 USA BLUE BOOK					224
V4-00202	1	LAB MAINT	924.63	501-4-44000-6004	Expenditure		18 1
				LAB SUPPLIES			
V4-00202	2	LAB MAINT	76.95	501-4-44000-6007	Expenditure		19 1
				REPAIR & MAINT. SUPPLIES			
			<u>1,001.58</u>				
5756	11/09/23	VERIZ005 VERIZON					224
V4-00207	1	SCADA 11/02/12/01	200.09	502-4-44000-5230	Expenditure		24 1
				TELECOMMUNICATIONS			
5757	11/09/23	WITME005 WITMER PUBLIC SAFETY GROUP					224
V4-00204	1	SHIRTS	756.50	100-4-31100-6011	Expenditure		21 1
				UNIFORMS			
5758	11/09/23	WWASS005 WW ASSOCIATES					224
V4-00197	1	CENTRIFUGE/SCADA/RETAINER/SUNS	6,750.00	502-4-94000-8002	Expenditure		7 1
				WWTP CENTRIFUGE			
V4-00197	2	CENTRIFUGE/SCADA/RETAINER/SUNS	10,350.00	501-4-94000-8003	Expenditure		8 1
				SUNSET WATERLINE REPLACEMENT			
V4-00197	3	CENTRIFUGE/SCADA/RETAINER/SUNS	250.00	501-4-44000-3150	Expenditure		9 1
				PROFESSIONAL SVCS			
V4-00197	4	CENTRIFUGE/SCADA/RETAINER/SUNS	250.00	502-4-44000-3150	Expenditure		10 1
				PROFESSIONAL SVCS			
V4-00197	5	CENTRIFUGE/SCADA/RETAINER/SUNS	8,750.00	501-4-94000-8002	Expenditure		11 1
				WATER TREATMENT PLANT IMPROVEMENTS			
			<u>26,350.00</u>				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
GENERAL			Continued				
5759	11/16/23	ANDER005 ANDERSON CONSTRUCTION, INC.					225
V4-00209	1	PAYMENT NO 30	26,919.20	501-4-94000-8002	Expenditure		2 1
				WATER TREATMENT PLANT IMPROVEMENTS			
5760	11/16/23	ANTW005 BENCHMARK SYSTEMS, INC.					225
V4-00224	1	SERVER/LAPTOP	2,471.00	100-4-12510-6002	Expenditure		53 1
				I.T. SUPPLIES			
V4-00224	2	SERVER/LAPTOP	6,948.92	100-4-12510-6002	Expenditure		54 1
				I.T. SUPPLIES			
			9,419.92				
5761	11/16/23	BBTBA005 TRUIST BANK					225
V4-00219	1	DANTE TRAINING CW	782.17	100-4-31100-5501	Expenditure		17 1
				TRAVEL-MILEAGE/CONFERENCE/HOTEL			
V4-00219	2	SPARTAN CW	22.99	100-4-31100-6032	Expenditure		18 1
				INVESTIGATION EXPENSE			
V4-00219	3	WALMART CW	202.79	100-4-31100-6030	Expenditure		19 1
				CRIME PREVENTION			
V4-00219	4	MARRIOTT SM	1,458.10	100-4-12110-5501	Expenditure		20 1
				TRAVEL-MILAGE/HOTEL/CONFERENCE			
V4-00219	5	ADOBE	12.99	100-4-12510-6002	Expenditure		21 1
				I.T. SUPPLIES			
V4-00219	6	WASABI/OPEN PHONE	12.47	100-4-12510-3150	Expenditure		22 1
				I.T. SERVICES			
V4-00219	7	SUPER SHOES GS	47.99	501-4-44000-6011	Expenditure		23 1
				UNIFORMS			
V4-00219	8	SUPER SHOES GS	48.00	502-4-44000-6011	Expenditure		24 1
				UNIFORMS			
V4-00219	9	FOOD LION GS	55.56	501-4-44000-6004	Expenditure		25 1
				LAB SUPPLIES			
V4-00219	10	WALMART GS	185.64	501-4-44000-6009	Expenditure		26 1
				VEHICLE & EQUIP SUPPLIES			
V4-00219	11	PIP PRINTING RS	593.50	100-4-31100-6030	Expenditure		27 1
				CRIME PREVENTION			
V4-00219	12	NORTH AMERICAN/TRACTOR SUPPLLR	159.98	100-4-31100-6003	Expenditure		28 1
				CANINE SUPPLIES			
V4-00219	13	US STAMP TM	1,320.00	100-4-12420-5210	Expenditure		29 1
				POSTAGE			
V4-00219	14	US STAMP TM	277.00	100-4-12420-6001	Expenditure		30 1
				OFFICE SUPPLIES			
V4-00219	15	ROLES & RESP TRIP PM	236.48	100-4-12420-5501	Expenditure		31 1
				TRAVEL-MILEAGE/HOTEL/CONFERENCE			
V4-00219	16	ZOOM VH	42.00	100-4-12510-3150	Expenditure		32 1
				I.T. SERVICES			
V4-00219	17	PARADE VH	89.95	100-4-12110-5000	Expenditure		33 1
				CONTINGENCY REQUIREMENT			
V4-00219	18	FOOD LION GW	17.86	502-4-44000-6004	Expenditure		34 1
				LAB SUPPLIES			
V4-00219	19	SUNCOAST GW	225.00	501-4-44000-5301	Expenditure		35 1
				TRAVEL-MILEAGE/HOTEL/CONFERENCE			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL			Continued					
5761	TRUIST BANK	Continued						
V4-00219	20	PSI SERVICES GW	124.00	502-4-44000-5810	Expenditure		36	1
				DUES & MEMBERSHIPS				
			<u>5,914.47</u>					
5762	11/16/23	CMCSU005 CMC SUPPLY, INC.					225	
V4-00222	1	SUPPLIES	426.75	501-4-45000-6007	Expenditure		51	1
				REPAIR & MAINT. SUPPLIES				
5763	11/16/23	DEPAR005 DEPARTMENT OF MOTOR VEHICLES					225	
V4-00208	1	OCTOBER 2023 ASTOPS	175.00	100-4-12420-3009	Expenditure		1	1
				DMV STOPS				
5764	11/16/23	GREGO005 GREGORYS GENERAL AUTO REPAIR					225	
V4-00211	1	STATE INSPECTION	20.00	501-4-44000-6009	Expenditure		4	1
				VEHICLE & EQUIP SUPPLIES				
5765	11/16/23	HACHC005 HACH COMPANY					225	
V4-00210	1	TURB. METER	200.96	501-4-44000-6007	Expenditure		3	1
				REPAIR & MAINT. SUPPLIES				
V4-00212	1	TURB. MONITOR	5,079.94	501-4-44000-6007	Expenditure		5	1
				REPAIR & MAINT. SUPPLIES				
V4-00212	2	TURB. MONITOR	3,453.30	501-4-44000-6007	Expenditure		6	1
				REPAIR & MAINT. SUPPLIES				
			<u>8,734.20</u>					
5766	11/16/23	HIGHP005 HIGH PEAK SPORTSWEAR, INC.					225	
V4-00215	1	NEW HIRE SHIRTSQ	194.15	501-4-44000-6011	Expenditure		13	1
				UNIFORMS				
5767	11/16/23	HILLH005 HILL HARDWARE CORPORATION					225	
V4-00213	1	OCTOBER STATEMENT	48.54	100-4-43200-6009	Expenditure		7	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
V4-00213	2	OCTOBER STATEMENT	550.00	100-4-43200-6007	Expenditure		8	1
				REPAIR & MAINT. SUPPLIES				
V4-00213	3	OCTOBER STATEMENT	489.99	100-4-43200-5110	Expenditure		9	1
				HEATING SERVICES				
V4-00213	4	OCTOBER STATEMENT	13.99	501-4-44000-6004	Expenditure		10	1
				LAB SUPPLIES				
			<u>1,102.52</u>					
5768	11/16/23	JORDA005 JORDAN B. DAVIES, PLLC					225	
V4-00217	1	COURT APPT ATTORNEY	120.00	100-4-31100-5801	Expenditure		15	1
				ATTORNEY FEES				
5769	11/16/23	LITTL005 LITTLETON AND ASSOCIATES, INC.					225	
V4-00223	1	PAYMENT NO 8	127,917.50	502-4-94000-8002	Expenditure		52	1
				WWTP CENTRIFUGE				
5770	11/16/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					225	
V4-00214	1	LAB TESTING	187.90	502-4-44000-3140	Expenditure		11	1
				TESTING SERVICES				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Seq	Acct
GENERAL			Continued					
5770 PACE ANALYTICAL SERVICES, INC. Continued								
V4-00214	2	LAB TESTING	206.50	502-4-44000-3140	Expenditure		12	1
				TESTING SERVICES				
			<u>394.40</u>					
5771 11/16/23 UNIVA005 UNIVAR							225	
V4-00216	1	CHEMICALS	3,350.00	501-4-44000-6051	Expenditure		14	1
				CHEMICALS				
5772 11/16/23 VACOR005 VACORP							225	
V4-00221	1	OCT 23 HYBRID	24.08	100-4-12110-2500	Expenditure		40	1
				STD/LONG-TERM DISABILITY				
V4-00221	2	OCT 23 HYBRID	10.33	100-4-31100-2500	Expenditure		41	1
				STD/LONG-TERM DISABILITY				
V4-00221	3	OCT 23 HYBRID	20.36	501-4-12110-2500	Expenditure		42	1
				STD/LONG-TERM DISABILITY				
V4-00221	4	OCT 23 HYBRID	15.27	502-4-12110-2500	Expenditure		43	1
				STD/LONG-TERM DISABILITY				
V4-00221	5	OCT 23 HYBRID	1.52	514-4-12110-2500	Expenditure		44	1
				STD/LONG-TERM DISABILITY				
V4-00221	6	OCT 23 HYBRID	4.40	100-4-12420-2500	Expenditure		45	1
				HYBRID DISABILITY				
V4-00221	7	OCT 23 HYBRID	8.60	501-4-12420-2500	Expenditure		46	1
				HYBRID DISABILITY				
V4-00221	8	OCT 23 HYBRID	5.73	502-4-12420-2500	Expenditure		47	1
				HYBRID DISABILITY				
V4-00221	9	OCT 23 HYBRID	0.37	514-4-12420-2500	Expenditure		48	1
				HYBRID DISABILITY				
V4-00221	10	OCT 23 HYBRID	17.66	501-4-44000-2500	Expenditure		49	1
				LONG-TERM DISABILITY				
V4-00221	11	OCT 23 HYBRID	20.26	502-4-44000-2500	Expenditure		50	1
				LONG-TERM DISABILITY				
			<u>128.58</u>					
5773 11/16/23 WITME005 WITMER PUBLIC SAFETY GROUP							225	
V4-00218	1	BOOTS- JEFF	115.00	100-4-31100-6011	Expenditure		16	1
				UNIFORMS				
5774 11/16/23 WRIGH005 WRIGHT BROS. BODY SHOP							225	
V4-00220	1	08 DODGE	211.65	501-4-44000-6009	Expenditure		37	1
				VEHICLE & EQUIP SUPPLIES				
V4-00220	2	08 DODGE	93.75	501-4-44000-6009	Expenditure		38	1
				VEHICLE & EQUIP SUPPLIES				
V4-00220	3	08 DODGE	93.75	502-4-44000-6009	Expenditure		39	1
				VEHICLE & EQUIP SUPPLIES				
			<u>399.15</u>					
5775 11/21/23 APPAL005 APPALACHIAN POWER							226	
V4-00225	1	ELECTRIC TO 11/13/2023	591.06	100-4-43200-5100	Expenditure		1	1
				ELECTRIC				
V4-00225	2	ELECTRIC TO 11/13/2023	5,148.72	501-4-44000-5100	Expenditure		2	1
				ELECTRICAL SVCS				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Seq	Acct
<hr/>								
GENERAL			Continued					
5775		APPALACHIAN POWER						
		Continued						
V4-00225	3	ELECTRIC TO 11/13/2023	5,124.45	502-4-44000-5100	Expenditure		3	1
				ELECTRICAL SVCS-RUT CRK				
V4-00225	4	ELECTRIC TO 11/13/2023	104.76	502-4-44000-5130	Expenditure		4	1
				ELECTRICAL SVCS-PUMP STATION				
V4-00225	5	ELECTRIC TO 11/13/2023	79.28	100-4-41320-5100	Expenditure		5	1
				STREETLIGHTS				
V4-00225	6	ELECTRIC TO 11/13/2023	29.68	701-4-81500-5100	Expenditure		6	1
				ELECTRICAL SERV.				
			<u>11,077.95</u>					
5776	11/21/23	GFLN005 GFL ENVIRONMENTAL					226	
V4-00226	1	NOVMEBER SERVICE	10,534.36	514-4-43200-3160	Expenditure		7	1
				COLLECTION IN-TOWN				
V4-00226	2	NOVMEBER SERVICE	1,461.68	514-4-43200-3170	Expenditure		8	1
				COLLECTION OUT OF TOWN				
			<u>11,996.04</u>					
5777	11/21/23	MANSF005 MANSFIELD OIL COMPANY					226	
V4-00229	1	FUEL 11/01-11/15/2023	674.04	100-4-31100-6008	Expenditure		17	1
				FUEL				
V4-00229	2	FUEL 11/01-11/15/2023	329.66	100-4-43200-6008	Expenditure		18	1
				FUEL				
V4-00229	3	FUEL 11/01-11/15/2023	238.89	502-4-44000-6008	Expenditure		19	1
				FUEL/OIL				
			<u>1,242.59</u>					
5778	11/21/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					226	
V4-00228	1	LAB TESTING	206.50	502-4-44000-3140	Expenditure		11	1
				TESTING SERVICES				
V4-00228	2	LAB TESTING	187.90	502-4-44000-3140	Expenditure		12	1
				TESTING SERVICES				
V4-00228	3	LAB TESTING	50.20	501-4-44000-3140	Expenditure		13	1
				TESTING SERVICES				
V4-00228	4	LAB TESTING	206.50	502-4-44000-3140	Expenditure		14	1
				TESTING SERVICES				
V4-00228	5	LAB TESTING	206.50	502-4-44000-3140	Expenditure		15	1
				TESTING SERVICES				
V4-00228	6	LAB TESTING	187.90	502-4-44000-3140	Expenditure		16	1
				TESTING SERVICES				
			<u>1,045.50</u>					
5779	11/21/23	SUPPL005 THE SUPPLY ROOM					226	
V4-00227	1	POST ITS AND PENS	16.79	100-4-12420-6001	Expenditure		9	1
				OFFICE SUPPLIES				
V4-00227	2	POST ITS AND PENS	17.92	100-4-12420-6001	Expenditure		10	1
				OFFICE SUPPLIES				
			<u>34.71</u>					
5780	11/30/23	ANTW005 BENCHMARK SYSTEMS, INC.					227	
V4-00231	1	09/16-10/15/2023 OFFICE	568.00	100-4-12510-5600	Expenditure		12	1
				MICROSOFT OFFICE SERVICE				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL			Continued					
5781	11/30/23	FLEXS005 FLEX STAGE					227	
V4-00234	1	CHIRSTMAS STAGE	850.00	100-4-12420-5000 MISC EXP	Expenditure		15	1
5782	11/30/23	GFLN005 GFL ENVIRONMENTAL					227	
V4-00236	1	SHOOTING RANGE	26.95	100-4-31100-5800 FIRE RANGE FEES	Expenditure		18	1
5783	11/30/23	HACHC005 HACH COMPANY					227	
V4-00232	1	SERVICE	3,168.00	501-4-44000-6007 REPAIR & MAINT. SUPPLIES	Expenditure		13	1
5784	11/30/23	KUSTO005 KUSTOM SIGNALS, INC					227	
V4-00239	1	RADAR FOR CARS	2,885.70	100-4-31100-8005 VEHICLES/EQUIPMENT	Expenditure		32	1
V4-00239	2	RADAR FOR CARS	2,885.70	100-4-31100-8005 VEHICLES/EQUIPMENT	Expenditure		33	1
			<u>5,771.40</u>					
5785	11/30/23	MINNE005 MINNESOTA LIFE					227	
24-00028	1	NOV 23 PR CHECK DEDUCTIONS	11.40	100-2-21550-0000 OPT LIFE INS. W/HOLDING	G/L		1	1
24-00028	2	NOV 23 PR CHECK DEDUCTIONS	52.80	501-2-21550-0000 OPT LIFE INS. W/HOLDING	G/L		2	1
			<u>64.20</u>					
5786	11/30/23	NATIO010 NATIONWIDE RETIREMENT SOLUTION					227	
24-00029	1	NOV 23 PR CHECK DEDUCTIONS	146.20	100-2-21400-0000 RETIREMENT W/HOLDING	G/L		3	1
24-00029	2	NOV 23 PR CHECK DEDUCTIONS	121.34	100-2-21900-0000 DEFERRED COMP W/HOLDING	G/L		4	1
24-00029	3	NOV 23 PR CHECK DEDUCTIONS	191.88	501-2-21400-0000 RETIREMENT W/HOLDINGS	G/L		5	1
24-00029	4	NOV 23 PR CHECK DEDUCTIONS	159.24	501-2-21900-0000 DEFERRED COMP W/H	G/L		6	1
24-00029	5	NOV 23 PR CHECK DEDUCTIONS	143.90	502-2-21400-0000 RETIRMENT W/HOLDING	G/L		7	1
24-00029	6	NOV 23 PR CHECK DEDUCTIONS	119.42	502-2-21900-0000 DEFERRED COMP W/HOLDING	G/L		8	1
			<u>881.98</u>					
5787	11/30/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					227	
V4-00233	1	LAB TESTING	187.90	502-4-44000-3140 TESTING SERVICES	Expenditure		14	1
5788	11/30/23	POSTM005 POSTMASTER, AMHERST					227	
V4-00230	1	NOVEMBER UTILITY MAILING	311.94	501-4-12420-5210 POSTAGE	Expenditure		10	1
V4-00230	2	NOVEMBER UTILITY MAILING	311.95	502-4-12420-5210 POSTAGE	Expenditure		11	1
			<u>623.89</u>					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL			Continued					
5789	11/30/23	SUPPL005 THE SUPPLY ROOM					227	
V4-00235	1	OFFICE SUPPLIES	35.98	100-4-12420-6001	Expenditure		16	1
				OFFICE SUPPLIES				
V4-00235	2	OFFICE SUPPLIES	39.30	100-4-43200-6005	Expenditure		17	1
				JANITORIAL SUPPLIES				
			<u>75.28</u>					
5790	11/30/23	TMOBI005 T-MOBILE					227	
V4-00237	1	10/15-11/14/2023 PD	379.14	100-4-31100-5230	Expenditure		19	1
				TELECOMMUNICATIONS				
5791	11/30/23	U-000009 ARGENBRIGHT, JESSICA					227	
24-00030	1	UTILITY REFUND Wtr Deposit	152.17	501-3-16080-0015	Revenue		9	1
				PREPAY UTILITIES				
5792	11/30/23	VACOR005 VACORP					227	
V4-00238	1	NOV 23 HYBRID DISABILITY	24.08	100-4-12110-2500	Expenditure		20	1
				STD/LONG-TERM DISABILITY				
V4-00238	2	NOV 23 HYBRID DISABILITY	10.33	100-4-31100-2500	Expenditure		21	1
				STD/LONG-TERM DISABILITY				
V4-00238	3	NOV 23 HYBRID DISABILITY	20.36	501-4-12110-2500	Expenditure		22	1
				STD/LONG-TERM DISABILITY				
V4-00238	4	NOV 23 HYBRID DISABILITY	15.27	502-4-12110-2500	Expenditure		23	1
				STD/LONG-TERM DISABILITY				
V4-00238	5	NOV 23 HYBRID DISABILITY	1.52	514-4-12110-2500	Expenditure		24	1
				STD/LONG-TERM DISABILITY				
V4-00238	6	NOV 23 HYBRID DISABILITY	4.40	100-4-12420-2500	Expenditure		25	1
				HYBRID DISABILITY				
V4-00238	7	NOV 23 HYBRID DISABILITY	8.60	501-4-12420-2500	Expenditure		26	1
				HYBRID DISABILITY				
V4-00238	8	NOV 23 HYBRID DISABILITY	5.73	502-4-12420-2500	Expenditure		27	1
				HYBRID DISABILITY				
V4-00238	9	NOV 23 HYBRID DISABILITY	0.37	514-4-12420-2500	Expenditure		28	1
				HYBRID DISABILITY				
V4-00238	10	NOV 23 HYBRID DISABILITY	17.66	501-4-44000-2500	Expenditure		29	1
				LONG-TERM DISABILITY				
V4-00238	11	OCT 23 HYBRID	20.26	502-4-44000-2500	Expenditure		30	1
				LONG-TERM DISABILITY				
V4-00238	12	NOV 23 HYBRID DISABILITY	17.00	501-4-44000-2500	Expenditure		31	1
				LONG-TERM DISABILITY				
			<u>145.58</u>					
Checking Account Totals								
		Paid	Void	Amount Paid	Amount Void			
	Checks:	62	0	270,688.23	0.00			
	Direct Deposit:	0	0	0.00	0.00			
	Total:	62	0	270,688.23	0.00			

Check #	Check Date	Vendor				Reconciled/Void	Ref Num
PO #	Item	Description	Amount Paid	Charge Account	Account Type	Contract	Ref Seq Acct
GENERAL							
Continued							
Report Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount</u>	<u>Void</u>
	Checks:		62	0	270,688.23		0.00
	Direct Deposit:		0	0	0.00		0.00
	Total:		62	0	270,688.23		0.00

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
TREASURER FUND	4-019	0.00	0.00	1,203.46	1,203.46
GENERAL FUND	4-100	40,793.65	0.00	681.45	41,475.10
WATER FUND	4-501	70,811.73	693.19	403.92	71,908.84
SEWER FUND	4-502	143,808.01	0.00	263.32	144,071.33
GARBAGE FUND	4-514	11,999.82	0.00	0.00	11,999.82
IDA FUND	4-701	29.68	0.00	0.00	29.68
Total of All Funds:		<u>267,442.89</u>	<u>693.19</u>	<u>2,552.15</u>	<u>270,688.23</u>

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
TREASURER FUND	019	0.00	0.00	1,203.46	1,203.46
GENERAL FUND	100	40,793.65	0.00	681.45	41,475.10
WATER FUND	501	70,811.73	693.19	403.92	71,908.84
SEWER FUND	502	143,808.01	0.00	263.32	144,071.33
GARBAGE FUND	514	11,999.82	0.00	0.00	11,999.82
IDA FUND	701	29.68	0.00	0.00	29.68
Total of All Funds:		267,442.89	693.19	2,552.15	270,688.23

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	4-100	40,793.65	0.00	0.00	0.00	40,793.65
WATER FUND	4-501	70,811.73	0.00	0.00	0.00	70,811.73
SEWER FUND	4-502	143,808.01	0.00	0.00	0.00	143,808.01
GARBAGE FUND	4-514	11,999.82	0.00	0.00	0.00	11,999.82
IDA FUND	4-701	29.68	0.00	0.00	0.00	29.68
Total of All Funds:		<u>267,442.89</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>267,442.89</u>



NOVEMBER 2023 MONTHLY REPORT 291 CALLS FOR SERVICE MILES PATROLLED: 4320

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	19
ALARM	15
PHONE COMPLAINT	112
BOLO	19
MISSING PERSON	
SHOPLIFTING	4
PROBLEM WITH OTHERS	5
DOMESTIC	1
CHECK WELFARE	4
NOISE OR DOG COMPLAINT	1
TRAFFIC CRASH	5
EMS CALLS	2
SUDDEN DEATH	
SUSPICIOUS PERSON	5
OTHER	31
CALLS AT AMBRIAR	7

WARNINGS	NUMBER
SPEEDING	7
EQUIPMENT VIOLATION	
RECKLESS DRIVING	4
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	1
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	2

OTHER	NUMBER
ASSIST OTHER OFFICER	18
ASSIST OTHER AGENCY	17
COURT	3
REPORTS	16
SCHOOL / TRAINING	5
MEETINGS	3
TOWED / IMPOUNDED VEH	1

OFFICER INITIATED	NUMBER
BUILDING CHECKS	124
BUSINESS VISIT	147
BUILDING SEARCH	5
TRAFFIC SUMMONS	15
DRUNK IN PUBLIC	2
EXTRA PATROLS/PARKS	219/ 16
WARRANT SERVICE	6
PROPERTY WALK AROUNDS	91
WARRANTS OBTAINED	4
PARKING TICKETS	
MISD. INVESTIGATION	11
FELONY INVESTIGATION	2
NARCOTICS INV.	
SEARCH WARRANT	2
PUBLIC RELATIONS	7
CITIZEN CONTACT	294

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

ARREST	NUMBER
MISDEMEANOR	6
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 NOVEMBER ACTIVITIES:

11/1/2023- 7TH Annual Toy Drive was started.

11/1/20203-11/3/2023- Officer Rose taught CIT.

11/8/2023- Chief Shiflett and Capt. Watts attended Parade Meeting.

11/8/2023- Chief Shiflett and Capt. Watts attended the Council Meeting.

11/9/2023- Chief Shiflett and Capt. Watts attended the After Council Meeting.

11/10/2023- Officer Rose and K-9 Skye performed an article search for the County.

11/14/2023-11/15/2023- Officer Rose had K-9 Training.

11/22/2023- Officer Rose deployed K-9 Skye for Narcotics.

11/28/2023- Chief Shiflett and Capt. Watts Met with Betty Stinson at the High School in reference to the Toy Drive.

11/28/2023- Officer Martin Attended the CIT Advisory Council Meeting.

11/30/2023- Chief Shiflett and Capt. Watts met with the brass purchaser for all pickup of shell casings.

11/30/2023- Chief Shiflett met with Mr. Cargill in reference to the Parade setup and videoing for the Toy Drive.



Officer Robinson continues to FTO Officer Banton

AFTER HOURS CALLS

11/17/2023-	Ambriar Plaza	Alarm	Building Secure
11/20/2023-	S. Main	Alarm	Building Secure
11/26/2023-	Arthur Ct.	Prowler	Nothing Found
11/28/2023-	E. Court	Problems with Others	Protective Order Issued

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: December 7, 2023
Re: November 2023 Monthly Report

Utilities:

- November 2023 utility billing total was \$200,359.55.
- There were 4 disconnects for November 2023.
- Fourteen 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 November bills, including payroll deductions was \$270,688.23.
- Please see attached report for full check listing.

Meals and Beverage Tax:

- 19 Businesses paid \$67,328.01 in Meals and Beverage Tax for the month of October 2023.

Revenue and Expense Report:

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

License Fee Tax:

- Please remind everyone that License Fee bills were due by December 5, 2023. If you know someone who did not receive their bill, please tell them to reach out to the front office for help or questions.
- Delinquent notices will go out in January 2024.

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:** 11/30/23**Current Period:** 11/01/23 to 11/30/23**Prior Year:** 11/01/22 to 11/30/22

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
100-3-11030-0001	PERSONAL PROPERTY TAX-CURRENT	0.00	0.00	25.00 -	375.00	375.00	0
100-3-11060-0002	INTEREST ON DEL TAXES	27.63	0.00	26.68	132.37	132.37	0
100-3-12010-0001	LOCAL SALES & USE TAX	13,058.61	146,400.00	16,497.29	75,188.26	71,211.74 -	51
100-3-12020-0001	CONSUMER UTILITY TAX-GAS, ELEC	2,074.40	25,000.00	2,065.97	8,500.28	16,499.72 -	34
100-3-12020-0002	ELECTRIC CONSUMPTION TAX	1,264.59	18,000.00	847.22	4,878.65	13,121.35 -	27
	12020 Total	3,338.99	43,000.00	2,913.19	13,378.93	29,621.07 -	31
100-3-12030-0006	BUSINESS LICENSE TAX	177.95	130,000.00	323.33	27,975.73	102,024.27 -	22
100-3-12030-0007	BUSINESS LIC TAX-INTEREST & PEN	18.05	1,300.00	64.08	3,250.27	1,950.27	250
	12030 Total	196.00	131,300.00	387.41	31,226.00	100,074.00 -	23
100-3-12050-0001	MOTOR VEHICLE LICENSES	550.00 -	40,000.00	625.00 -	42,908.00	2,908.00	107
100-3-12050-0002	MOTOR VEHICLE LICENSES PENALTIES/INTE	17.78	300.00	28.64	163.79	136.21 -	55
	12050 Total	532.22 -	40,300.00	596.36 -	43,071.79	2,771.79	106
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	0.00	30,000.00	9,000.00	15,000.00	15,000.00 -	50
100-3-12100-0001	LODGING TAX	1,542.71	12,000.00	2,722.90	9,722.02	2,277.98 -	81
100-3-12110-0001	MEALS TAX	63,990.53	700,000.00	68,182.15	327,128.70	372,871.30 -	47
100-3-12110-0002	MEALS TAX-PEN & INTEREST	0.00	600.00	0.00	223.47	376.53 -	37
	12110 Total	63,990.53	700,600.00	68,182.15	327,352.17	373,247.83 -	46
100-3-13030-0007	ZONING PERMITS	300.00	0.00	200.00	200.00	200.00	0
100-3-14010-0001	FINES & FORFEITURES	541.50	6,000.00	1,028.44	5,443.62	556.38 -	91
100-3-15010-0001	INTEREST ON BANK DEPOSITS	892.47	5,000.00	0.00	25,040.36	20,040.36	501

Town of Amherst
Statement of Revenue and Expenditures

12/07/2023
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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>
100-3-15010-0002	INTEREST ON INVESTMENTS	4,460.93	20,000.00	0.00	28,574.91	8,574.91	143
100-3-15010-0003	VIP UNREALIZED GAIN/LOSS	11,730.22	0.00	0.00	2,116.78 -	2,116.78 -	0
	15010 Total	17,083.62	25,000.00	0.00	51,498.49	26,498.49	205
100-3-15020-0005	TOWER LEASE	0.00	10,859.16	904.93	4,524.65	6,334.51 -	42
100-3-16030-0001	POLICE SECURITY	1,076.60	20,000.00	215.30	2,525.10	17,474.90 -	13
100-3-18030-0001	REFUNDS	36.56	500.00	122.51 -	4,804.99	4,304.99	961
100-3-18030-0005	RETURNED CHECK FEE	100.00	0.00	100.00	450.00	450.00	0
100-3-18030-0006	ACCIDENT REPORTS	10.00	250.00	20.00	95.00	155.00 -	38
100-3-18030-0007	MISC REV	50.00	0.00	50.00	53.00	53.00	0
100-3-18030-0008	COLLECTION FEE	26.37	2,000.00	93.69	737.20	1,262.80 -	37
	18030 Total	222.93	2,750.00	141.18	6,140.19	3,390.19	223
100-3-18990-0003	DONATIONS-POLICE	0.00	0.00	100.00	175.00	175.00	0
100-3-19020-0005	DMV STOP FEES	110.01	1,200.00	80.10	1,246.47	46.47	104
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	228.20	3,000.00	177.53	912.55	2,087.45 -	30
100-3-22010-0030	COMMUNICATION TAX FROM STATE	6,015.60	70,800.00	5,757.98	27,956.12	42,843.88 -	39
	22010 Total	6,243.80	93,655.92	5,935.51	48,952.21	44,703.71 -	52
100-3-24010-0001	DCJS GRANTS	16,166.00	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	16,166.00	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	0.00	17,003.00	17,003.00	0
100-3-33030-0003	ARPA FUNDS	0.00	0.00	71,819.10	71,819.10	71,819.10	0

Town of Amherst
Statement of Revenue and Expenditures

12/07/2023
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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>
100-3-41020-0001	SALE OF LAND/VEHICLES/BUILDINGS	0.00	0.00	100.00	500.00	500.00	0
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	123,366.71	1,690,856.29	179,632.82	725,487.16	965,369.13 -	42

Town of Amherst
Statement of Revenue and Expenditures

12/07/2023
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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>
100-4-11010-0000	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	4,750.00	6,650.00	42
100-4-11010-2100	FICA	72.70	872.10	72.70	363.50	508.60	42
100-4-11010-5501	TRAVEL-MILAGE/HOTELS/CONFERENCE	1,292.69	5,000.00	0.00	2,233.67	2,766.33	45
	11010 TOWN COUNCIL	2,315.39	17,272.10	1,022.70	7,347.17	9,924.93	43

Town of Amherst
Statement of Revenue and Expenditures

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
100-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0
100-4-12110-1100	WAGES	3,546.26	54,705.81	4,006.47	21,970.45	32,735.36	40
100-4-12110-1300	PT WAGES	2,964.86	41,241.26	3,172.74	17,346.13	23,895.13	42
100-4-12110-2100	FICA	506.32	7,339.95	557.43	3,615.45	3,724.50	49
100-4-12110-2200	VRS	855.08	4,950.72	869.03	4,470.76	479.96	90
100-4-12110-2300	HEALTH INSURANCE	610.10	8,602.44	663.05	3,392.29	5,210.15	39
100-4-12110-2400	GROUP LIFE INSURANCE	53.57	733.06	58.33	299.77	433.29	41
100-4-12110-2500	STD/LONG-TERM DISABILITY	34.53	288.85	48.16	120.40	168.45	42
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	58.40	0.00	197.88	250.88	250.88 -	0
100-4-12110-3600	ADVERTISING	0.00	2,000.00	0.00	362.72	1,637.28	18
100-4-12110-5000	CONTINGENCY REQUIREMENT	1,539.66	50,726.00	163.13	518.65	50,207.35	1
100-4-12110-5210	POSTAGE	46.00	250.00	0.00	79.32	170.68	32
100-4-12110-5230	TELECOMMUNICATIONS	45.00	540.00	45.00	225.00	315.00	42
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	629.98	3,000.00	1,564.83	2,881.34	118.66	96
100-4-12110-5810	DUES & MEMBERSHIPS	185.00	2,500.00	0.00	620.83	1,879.17	25
	12110 TOWN MANAGER	11,074.76	179,254.12	11,346.05	56,153.99	123,100.13	31

Town of Amherst
Statement of Revenue and Expenditures

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
100-4-12210-3150	TOWN ATTORNEY	2,000.00	26,750.00	0.00	8,420.00	18,330.00	31

Town of Amherst
Statement of Revenue and Expenditures

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
100-4-12240-3150	INDEPENDENT AUDITOR	0.00	20,000.00	0.00	0.00	20,000.00	0

Town of Amherst
Statement of Revenue and Expenditures

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
100-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
100-4-12420-1100	WAGES	3,589.19	49,879.28	3,949.43	21,606.70	28,272.58	43
100-4-12420-1300	PT WAGES	352.69	5,083.25	307.11	1,774.16	3,309.09	35
100-4-12420-2100	FICA	265.86	4,204.63	355.94	1,940.45	2,264.18	46
100-4-12420-2200	VRS	725.60	8,444.56	830.42	4,288.07	4,156.49	51
100-4-12420-2300	HEALTH INSURANCE	641.13	8,155.56	1,399.88	7,496.92	658.64	92
100-4-12420-2400	GROUP LIFE INSURANCE	52.91	668.38	65.74	331.67	336.71	50
100-4-12420-2500	HYBRID DISABILITY	0.00	0.00	8.80	22.00	22.00 -	0
100-4-12420-2600	UNEMPLOYMENT INSURANCE	0.00	41.60	0.00	6.59	35.01	16
100-4-12420-2700	WORKER'S COMP	0.00	104.04	0.00	0.00	104.04	0
100-4-12420-3009	DMV STOPS	150.00	2,000.00	175.00	1,325.00	675.00	66
100-4-12420-3150	PROFESSIONAL SVCS	0.00	3,800.00	0.00	22.86	3,777.14	1
100-4-12420-3160	BANKING SERVICE CHARGES	41.50	800.00	0.00	766.49	33.51	96
100-4-12420-3170	VIP MANAGEMENT FEE	243.59	3,500.00	0.00	0.00	3,500.00	0
100-4-12420-3320	SERVICE CONTRACTS	957.60	4,250.00	0.00	4,299.33	49.33 -	101
100-4-12420-3600	ADVERTISING	0.00	200.00	0.00	507.08	307.08 -	254
100-4-12420-5000	MISC EXP	0.00	0.00	850.00	864.99	864.99 -	0
100-4-12420-5210	POSTAGE	604.00	3,000.00	1,320.00	1,345.59	1,654.41	45
100-4-12420-5230	TELECOMMUNICATIONS	90.00	1,080.00	90.00	690.41	389.59	64
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	330.60	3,000.00	236.48	592.63	2,407.37	20
100-4-12420-5810	DUES & MEMBERSHIPS	0.00	300.00	0.00	200.00	100.00	67
100-4-12420-6001	OFFICE SUPPLIES	131.08	4,000.00	347.69	1,204.71	2,795.29	30
12420 FINANCE DEPARTMENT		8,175.75	110,511.30	9,936.49	51,932.90	58,578.40	47

Town of Amherst
Statement of Revenue and Expenditures

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
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	54.47	258.86	8,741.14	3
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	1,053.25	8,000.00	969.50	3,643.25	4,356.75	46
100-4-12510-6002	I.T. SUPPLIES	691.40	5,000.00	11,382.91	12,735.13	7,735.13 -	255
100-4-12510-8001	I.T. EQUIPMENT	0.00	5,000.00	0.00	0.00	5,000.00	0
	12510 INFORMATION TECHNOLOGY	1,795.51	28,000.00	12,406.88	17,087.24	10,912.76	61

Town of Amherst
Statement of Revenue and Expenditures

12/07/2023
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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>
100-4-31100-0000	POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
100-4-31100-1100	WAGES	31,667.87	436,639.62	35,292.37	192,918.63	243,720.99	44
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	1,366.48	31,516.13	1,581.55	8,517.87	22,998.26	27
100-4-31100-1400	OTHER PAY/HOLIDAY	961.76	13,904.30	1,465.85	4,599.16	9,305.14	33
100-4-31100-1500	SECURITY WAGES	1,200.00	20,000.00	1,382.50	2,557.50	17,442.50	13
100-4-31100-2100	FICA	2,599.49	37,524.26	2,855.88	15,413.70	22,110.56	41
100-4-31100-2200	VRS	5,648.49	73,923.09	6,463.99	32,560.29	41,362.80	44
100-4-31100-2300	HEALTH INSURANCE	4,891.22	74,262.00	6,108.75	31,025.37	43,236.63	42
100-4-31100-2400	GROUP LIFE INSURANCE	454.33	5,850.97	511.63	2,383.70	3,467.27	41
100-4-31100-2500	STD/LONG-TERM DISABILITY	9.65	123.94	20.66	51.65	72.29	42
100-4-31100-2600	UNEMPLOYMENT INSURANCE	0.00	93.45	0.00	11.05	82.40	12
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	425.00	425.00	1,575.00	21
100-4-31100-3320	PROFESSIONAL SERVICES	0.00	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
100-4-31100-5210	POSTAGE	0.00	500.00	0.00	0.00	500.00	0
100-4-31100-5230	TELECOMMUNICATIONS	194.05	10,000.00	669.69	3,348.46	6,651.54	33
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	821.80	5,000.00	782.17	1,682.49	3,317.51	34
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	0.00	3,000.00	26.95	566.61	2,433.39	19
100-4-31100-5801	ATTORNEY FEES	0.00	2,000.00	570.00	1,020.00	980.00	51
100-4-31100-5810	DUES & MEMBERSHIP	0.00	6,000.00	0.00	4,248.00	1,752.00	71
100-4-31100-6001	OFFICE SUPPLIES	0.00	3,000.00	0.00	412.00	2,588.00	14

Town of Amherst
Statement of Revenue and Expenditures

12/07/2023
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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>
100-4-31100-6003	CANINE SUPPLIES	0.00	4,000.00	159.98	1,209.10	2,790.90	30
100-4-31100-6008	FUEL	1,452.34	20,000.00	1,456.37	6,954.74	13,045.26	35
100-4-31100-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	862.07	9,000.00	666.16	3,119.49	5,880.51	35
100-4-31100-6010	POLICE SUPPLIES	634.72	45,000.00	0.00	26,854.07	18,145.93	60
100-4-31100-6011	UNIFORMS	674.60	4,000.00	1,009.18	1,684.88	2,315.12	42
100-4-31100-6030	CRIME PREVENTION	2,482.47	5,000.00	796.29	1,534.08	3,465.92	31
100-4-31100-6032	INVESTIGATION EXPENSE	0.00	2,500.00	22.99	745.43	1,754.57	30
100-4-31100-8005	VEHICLES/EQUIPMENT	3,891.20	104,692.08	5,771.40	101,133.40	3,558.68	97
	31100 POLICE DEPARTMENT	59,812.54	966,974.08	68,039.36	453,780.74	513,193.34	47

Town of Amherst
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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
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

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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>
100-4-41320-5100	STREETLIGHTS	2,361.68	26,085.79	2,774.56	11,121.30	14,964.49	43

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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>
100-4-43200-0000	GENERAL MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
100-4-43200-1100	WAGES	2,208.96	43,140.93	4,362.89	18,525.09	24,615.84	43
100-4-43200-1300	PT WAGES	780.16	15,452.12	775.94	4,763.31	10,688.81	31
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	220.15	3,300.28	392.48	1,799.96	1,500.32	55
100-4-43200-2200	VRS	607.48	7,303.76	823.84	3,712.79	3,590.97	51
100-4-43200-2300	HEALTH INSURANCE	546.68	10,613.40	1,055.33	4,199.63	6,413.77	40
100-4-43200-2400	GROUP LIFE INSURANCE	34.95	578.09	65.19	357.25	220.84	62
100-4-43200-2500	HYBRID DISABILITY	0.00	100.10	0.00	0.00	100.10	0
100-4-43200-2600	UNEMPLOYMENT INSURANCE	0.00	83.20	0.00	5.39	77.81	6
100-4-43200-2700	WORKER'S COMP	0.00	146.91	0.00	237.00	90.09 -	161
100-4-43200-5100	ELECTRIC	495.72	7,702.60	591.06	3,219.83	4,482.77	42
100-4-43200-5110	HEATING SERVICES	321.59	4,500.00	489.99	489.99	4,010.01	11
100-4-43200-5120	WATER/SEWER	259.91	3,759.00	274.47	1,478.60	2,280.40	39
100-4-43200-5230	TELECOMMUNICATION	1,443.67	11,136.00	1,187.53	5,578.38	5,557.62	50
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	1,805.00	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	0.00	1,018.68	1,981.32	34
100-4-43200-6001	OFFICE SUPPLIES	0.00	750.00	0.00	28.85	721.15	4
100-4-43200-6005	JANITORIAL SUPPLIES	80.31	3,000.00	39.30	243.98	2,756.02	8
100-4-43200-6007	REPAIR & MAINT. SUPPLIES	1,461.95	21,500.00	550.00	6,311.36	15,188.64	29
100-4-43200-6008	FUEL	3,468.25	20,000.00	641.39	4,573.55	15,426.45	23
100-4-43200-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	653.95	24,000.00	63.00	1,169.66	22,830.34	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	0.00	4,000.00	2,911.02	3,461.72	538.28	87

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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>
100-4-43200-6013	AG SUPPLIES	339.93	2,500.00	105.00	224.00	2,276.00	9
100-4-43200-8005	EQUIPMENT/VEHICLES	0.00	68,000.00	0.00	0.00	68,000.00	0
	43200 GENERAL MAINTENANCE	14,728.66	276,390.90	14,328.43	61,660.94	214,729.96	22

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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>
100-4-72100-5600	VILLAGE GARDEN CLUB CONTRI.	0.00	3,000.00	0.00	0.00	3,000.00	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>
100-4-72200-5600	MUSEUM CONTRIBUTIONS	0.00	3,000.00	0.00	0.00	3,000.00	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>
100-4-81100-0000	PLANNING/ZONING	0.00	0.00	0.00	0.00	0.00	0
100-4-81100-3600	ADVERTISING	0.00	0.00	0.00	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	0.00	345.12	772.88	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>
100-4-83500-5600	NEIGHBORS HELPING NEIGHBORS CONTRIB	2,500.00	2,500.00	2,500.00	2,500.00	0.00	100

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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>
	GENERAL FUND Expenditure Totals	104,764.29	1,690,856.29	122,354.47	670,349.40	1,020,506.89	40
	100 GENERAL FUND		Prior	Current	YTD		
	Revenues:	123,366.71	179,632.82	725,487.16			
	Expenditures:	104,764.29	122,354.47	670,349.40			
	Net Income:	18,602.42	57,278.35	55,137.76			

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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	24,131.85	269,934.29	23,229.89	110,907.70	159,026.59 -	41
501-3-16080-0006	WATER OT BASE CHARGES	14,098.75	175,851.84	14,769.47	61,017.95	114,833.89 -	35
501-3-16080-0007	WATER IN-TOWN USAGE CHARGE	32,938.48	408,047.97	36,980.67	169,343.41	238,704.56 -	42
501-3-16080-0008	WATER OT USAGE CHARGES	23,586.10	291,179.13	24,736.69	100,282.24	190,896.89 -	34
501-3-16080-0009	PENALTIES	2,882.41	20,000.00	3,238.88	14,163.23	5,836.77 -	71
501-3-16080-0010	TRIP CHARGES	487.46	8,000.00	900.00	4,400.00	3,600.00 -	55
501-3-16080-0011	DORMANT ACCT FEE	306.45	3,715.33	311.54	1,530.67	2,184.66 -	41
501-3-16080-0012	FIRE SPRINKLERS	397.00	4,764.00	397.00	1,985.00	2,779.00 -	42
501-3-16080-0013	AVAILABILITY FEE	1,173.86	3,000.00	0.00	4,346.69	1,346.69	145
501-3-16080-0014	WATER CHARGES-SBC	9,248.33	131,625.12	8,025.00	40,125.00	91,500.12 -	30
501-3-16080-0015	PREPAY UTILITIES	0.00	0.00	693.19 -	1,136.82 -	1,136.82 -	0
501-3-16080-0016	SBC WATER CAPITAL COSTS REIMB	0.00	0.00	2,185.60	10,928.00	10,928.00	0
46	16080 Total	109,250.69	1,316,117.68	114,081.55	517,893.07	798,224.61 -	39
501-3-41060-0007	DEPOSIT-UTILITY ACCTS	1,100.00	0.00	812.44	1,712.48	1,712.48	0
501-3-42000-0000	RESERVE FUNDS	0.00	101,851.33	0.00	0.00	101,851.33 -	0
	WATER FUND Revenue Totals	110,350.69	1,417,969.01	114,893.99	519,605.55	898,363.46 -	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>
501-4-12110-0000	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	19,406.25	24,556.46	44
501-4-12110-1300	PT WAGES	370.60	5,058.80	396.60	2,168.30	2,890.50	43
501-4-12110-2100	FICA	289.12	3,750.15	318.54	1,729.89	2,020.26	46
501-4-12110-2200	VRS	728.64	9,232.17	841.32	4,096.74	5,135.43	44
501-4-12110-2300	HEALTH INSURANCE	340.10	4,468.80	370.52	1,852.51	2,616.29	41
501-4-12110-2400	GROUP LIFE INSURANCE	46.50	589.10	51.40	254.55	334.55	43
501-4-12110-2500	STD/LONG-TERM DISABILITY	36.84	232.11	40.72	101.80	130.31	44
	12110 TOWN MANAGER	5,032.51	67,293.84	5,578.28	29,610.04	37,683.80	44

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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	3,115.20	37,853.15	2,971.36	16,119.80	21,733.35	43
501-4-12420-1300	PT WAGES	705.38	9,976.48	614.22	3,548.30	6,428.18	36
501-4-12420-2100	FICA	277.07	3,658.97	253.87	1,402.57	2,256.40	38
501-4-12420-2200	VRS	534.58	6,408.54	483.30	2,397.22	4,011.32	37
501-4-12420-2300	HEALTH INSURANCE	588.88	7,820.40	231.06	1,154.79	6,665.61	15
501-4-12420-2400	GROUP LIFE INSURANCE	44.78	507.23	38.26	189.78	317.45	37
501-4-12420-2500	HYBRID DISABILITY	0.00	0.00	17.20	43.00	43.00 -	0
501-4-12420-3160	BANKING SERVICE CHARGES	7.00	200.00	0.00	0.00	200.00	0
501-4-12420-3320	SUPPORT CONTRACTS	0.00	3,600.00	0.00	3,208.33	391.67	89
501-4-12420-5210	POSTAGE	293.52	3,600.00	311.94	1,565.17	2,034.83	43
501-4-12420-6001	OFFICE SUPPLIES	0.00	2,200.00	0.00	1,723.00	477.00	78
	12420 FINANCE DEPARTMENT	5,566.41	75,824.77	4,921.21	31,351.96	44,472.81	41

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501-4-44000-0000	WATER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0
501-4-44000-1100	WAGES	12,701.92	170,869.00	17,145.44	80,380.03	90,488.97	47
501-4-44000-1200	OVERTIME	0.00	0.00	13.94	1,020.00	1,020.00 -	0
501-4-44000-1300	PT WAGES	873.76	27,299.88	1,902.60	12,817.03	14,482.85	47
501-4-44000-1400	OTHER/HOLIDAY	1,495.27	6,114.07	1,129.23	3,856.67	2,257.40	63
501-4-44000-2100	FICA	1,094.11	15,627.65	1,484.47	7,204.67	8,422.98	46
501-4-44000-2200	VRS	1,948.82	22,983.97	3,106.40	13,265.01	9,718.96	58
501-4-44000-2300	HEALTH INSURANCE	2,140.70	33,516.00	3,723.10	15,579.79	17,936.21	46
501-4-44000-2400	GROUP LIFE INSURANCE	156.66	2,289.62	248.22	1,057.52	1,232.10	46
501-4-44000-2500	LONG-TERM DISABILITY	33.02	492.41	52.32	105.30	387.11	21
501-4-44000-2600	UNEMPLOYEMENT INSURANCE	0.00	41.60	0.00	10.19	31.41	24
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	754.30	31,000.00	481.00	1,312.19	29,687.81	4
501-4-44000-3150	PROFESSIONAL SVCS	250.00	3,200.00	250.00	1,250.00	1,950.00	39
501-4-44000-3310	REPAIR & MAINT. SVCS	0.00	10,000.00	0.00	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	4,395.79	47,707.13	5,148.72	26,493.77	21,213.36	56
501-4-44000-5120	WATER & SEWER	4,354.58	40,400.00	407.58	3,057.84	37,342.16	8
501-4-44000-5210	POSTAGE	0.00	2,000.00	0.00	8.13	1,991.87	0
501-4-44000-5230	TELECOMMUNICATIONS	259.32	5,040.00	370.55	1,957.15	3,082.85	39
501-4-44000-5301	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	0.00	225.00	225.00	225.00 -	0
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	1,389.28 -	15,000.00	994.18	23,672.73	8,672.73 -	158

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501-4-44000-6007	REPAIR & MAINT. SUPPLIES	1,547.96	20,000.00	12,539.15	18,476.20	1,523.80	92
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	537.91	537.91	2,462.09	18
501-4-44000-6011	UNIFORMS	282.80	1,500.00	417.64	931.62	568.38	62
501-4-44000-6051	CHEMICALS	14,322.98	108,000.00	3,350.00	28,401.39	79,598.61	26
501-4-44000-8005	EQUIPMENT	0.00	15,000.00	0.00	129.43	14,870.57	1
	44000 WATER OPERATIONAL	45,222.71	607,033.24	53,527.45	249,656.62	357,376.62	41

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501-4-45000-0000	WATER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
501-4-45000-1100	WAGES	9,732.85	125,683.37	8,085.52	46,731.76	78,951.61	37
501-4-45000-1200	PT WAGES	0.00	734.15	0.00	0.00	734.15	0
501-4-45000-1300	PT WAGES	63.74	1,821.68	58.60	384.28	1,437.40	21
501-4-45000-2100	FICA	711.22	9,810.30	624.71	3,615.37	6,194.93	37
501-4-45000-2200	VRS	1,667.18	21,278.19	1,467.18	7,536.84	13,741.35	35
501-4-45000-2300	HEALTH INSURANCE	2,176.32	27,930.00	1,780.06	9,432.13	18,497.87	34
501-4-45000-2400	GROUP LIFE INSURANCE	139.62	1,684.16	116.14	607.46	1,076.70	36
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
501-4-45000-3320	PROFESSIONAL SERVICES	3,375.00	0.00	0.00	0.00	0.00	0
501-4-45000-5130	MISS UTILITY	31.50	800.00	0.00	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	3,242.15	20,000.00	426.75	3,439.55	16,560.45	17
501-4-45000-8005	EQUIPMENT/VEHICLES	0.00	18,000.00	0.00	37,366.50	19,366.50 -	208
	45000 WATER MAINTENANCE	21,139.58	243,498.75	12,558.96	109,152.39	134,346.36	45

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
501-4-94000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
501-4-94000-8002	WATER TREATMENT PLANT IMPROVEMENTS	103,569.53	0.00	35,669.20	295,612.35	295,612.35 -	0
501-4-94000-8003	SUNSET WATERLINE REPLACEMENT	0.00	0.00	10,350.00	24,150.00	24,150.00 -	0
501-4-94000-9000	CAPITAL IMPROVEMENTS	14,060.00	0.00	0.00	0.00	0.00	0
	94000 CONTROL	117,629.53	0.00	46,019.20	319,762.35	319,762.35 -	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>
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	25,561.71	76,686.29	25
501-4-95000-9007	STERLING BANK DEBT REFI INTEREST	2,394.10	24,960.00	0.00	6,583.48	18,376.52	26
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	10,634.74	424,318.41	0.00	32,145.19	392,173.22	8

WATER FUND Expenditure Totals

	205,225.48	1,417,969.01	122,605.10	771,678.55	646,290.46	54
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501 WATER FUND

	<i>Prior</i>	<i>Current</i>	<i>YTD</i>
Revenues:	110,350.69	114,893.99	519,605.55
Expenditures:	205,225.48	122,605.10	771,678.55
Net Income:	94,874.79 -	7,711.11 -	252,073.00 -

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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	33,864.39	366,129.74	33,005.03	148,680.49	217,449.25 -	41
502-3-16080-0006	SEWER OT BASE CHARGES	12,106.04	144,879.09	10,252.92	36,850.13	108,028.96 -	25
502-3-16080-0007	SEWER IN-TOWN USAGE CHARGE	22,145.59	269,596.69	25,782.80	108,019.03	161,577.66 -	40
502-3-16080-0008	SEWER OT USAGE CHARGE	9,854.14	117,929.46	8,291.61	29,836.68	88,092.78 -	25
502-3-16080-0009	PENALTIES	2,450.03	15,000.00	2,645.94	11,343.37	3,656.63 -	76
502-3-16080-0011	DORMANT ACCT FEE	459.03	5,395.54	478.54	2,367.35	3,028.19 -	44
	16080 Total	80,879.22	918,930.52	80,456.84	337,097.05	581,833.47 -	36
502-3-19020-0003	SBC-RUT. CREEK OPERATIONS	0.00	50,000.00	0.00	29,890.12	20,109.88 -	60
502-3-19020-0004	SBC SEWER REHAB	0.00	11,172.00	0.00	5,586.00	5,586.00 -	50
	19020 Total	0.00	61,172.00	0.00	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	80,879.22	1,207,829.13	80,456.84	372,962.64	834,866.49 -	30

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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>
502-4-12110-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
502-4-12110-1100	WAGES	2,415.54	37,524.95	2,669.38	14,554.68	22,970.27	39
502-4-12110-1300	PT WAGES	333.54	4,552.92	356.94	1,951.47	2,601.45	43
502-4-12110-2100	FICA	221.08	2,870.66	243.44	1,322.22	1,548.44	46
502-4-12110-2200	VRS	546.48	6,924.13	630.98	3,072.52	3,851.61	44
502-4-12110-2300	HEALTH INSURANCE	255.08	3,351.60	277.90	1,389.42	1,962.18	41
502-4-12110-2400	GROUP LIFE INSURANCE	34.86	441.83	38.56	190.95	250.88	43
502-4-12110-2500	STD/LONG-TERM DISABILITY	27.62	174.08	30.54	76.35	97.73	44
	12110 CONTROL	3,834.20	55,840.17	4,247.74	22,557.61	33,282.56	40

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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>
502-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
502-4-12420-1100	WAGES	2,462.79	30,609.39	2,431.00	13,193.89	17,415.50	43
502-4-12420-1300	PT WAGES	687.74	9,727.07	598.86	3,459.57	6,267.50	36
502-4-12420-2100	FICA	225.32	3,085.74	212.16	1,176.01	1,909.73	38
502-4-12420-2200	VRS	422.73	5,182.17	404.15	2,002.68	3,179.49	39
502-4-12420-2300	HEALTH INSURANCE	454.76	6,703.20	221.82	1,108.62	5,594.58	17
502-4-12420-2400	GROUP LIFE INSURANCE	35.40	410.16	31.98	158.49	251.67	39
502-4-12420-2500	HYBRID DISABILITY	0.00	0.00	11.46	28.65	28.65 -	0
502-4-12420-3320	SERVICE CONTRACTS	0.00	3,000.00	0.00	3,208.34	208.34 -	107
502-4-12420-5210	POSTAGE	293.52	3,700.00	311.95	1,565.19	2,134.81	42
502-4-12420-6001	OFFICE SUPPLIES	0.00	2,000.00	0.00	1,723.00	277.00	86
	12420 FINANCE DEPARTMENT	4,582.26	64,417.73	4,223.38	27,624.44	36,793.29	43

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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>
502-4-44000-0000	SEWER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0
502-4-44000-1100	WAGES	10,647.97	181,011.05	9,528.32	52,070.88	128,940.17	29
502-4-44000-1200	OVERTIME	0.00	0.00	0.00	1,006.05	1,006.05 -	0
502-4-44000-1400	OTHER/HOLIDAY	652.48	5,766.59	354.06	1,469.54	4,297.05	25
502-4-44000-2100	FICA	867.56	14,288.49	762.22	4,206.48	10,082.01	29
502-4-44000-2200	VRS	1,979.15	30,645.17	1,747.58	8,870.09	21,775.08	29
502-4-44000-2300	HEALTH INSURANCE	2,134.30	33,516.00	1,862.90	9,442.71	24,073.29	28
502-4-44000-2400	GROUP LIFE INSURANCE	154.24	2,425.55	138.34	696.87	1,728.68	29
502-4-44000-2500	LONG-TERM DISABILITY	35.70	224.98	40.52	99.00	125.98	44
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.	0.00	2,000.00	0.00	0.00	2,000.00	0
502-4-44000-3140	TESTING SERVICES	5,780.62	50,666.00	2,366.40	19,544.92	31,121.08	39
502-4-44000-3150	PROFESSIONAL SVCS	250.00	3,000.00	250.00	1,250.00	1,750.00	42
502-4-44000-3310	REPAIR & MAINT. SVCS-RUT CRK	0.00	18,666.00	0.00	7,413.37	11,252.63	40
502-4-44000-3600	ADVERTISING	0.00	500.00	0.00	0.00	500.00	0
502-4-44000-5100	ELECTRICAL SVCS-RUT CRK	4,059.98	41,426.32	5,124.45	21,618.69	19,807.63	52
502-4-44000-5120	WATER, SEWER - RUT. CRK.	429.37	9,705.00	355.36	1,921.32	7,783.68	20
502-4-44000-5130	ELECTRICAL SVCS-PUMP STATION	111.28	1,785.30	104.76	553.44	1,231.86	31
502-4-44000-5140	WATER,SEWER-PUMP STATION	15.60	187.20	15.60	78.00	109.20	42
502-4-44000-5210	POSTAGE	0.00	250.00	0.00	25.04	224.96	10
502-4-44000-5230	TELECOMMUNICATIONS	259.84	4,260.00	575.64	2,476.80	1,783.20	58
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	697.00	1,303.00	35
502-4-44000-6001	OFFICE SUPPLIES	0.00	2,000.00	0.00	2,541.80	541.80 -	127

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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>
502-4-44000-6004	LAB SUPPLIES	0.00	8,235.00	17.86	833.27	7,401.73	10
502-4-44000-6007	REPAIR & MAINT. SUPPLIES-RUT. CRK.	86.88	27,692.00	0.00	12,074.59	15,617.41	44
502-4-44000-6008	FUEL/OIL	0.00	2,000.00	389.86	1,216.19	783.81	61
502-4-44000-6009	VEHICLE & EQUIP SUPPLIES	0.98	3,000.00	120.62	120.62	2,879.38	4
502-4-44000-6011	UNIFORMS	242.40	2,000.00	48.00	561.98	1,438.02	28
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	0.00	129.43	14,870.57	1
	44000 SEWER OPERATIONAL	27,708.35	481,199.75	23,926.49	155,098.08	326,101.67	32

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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>
502-4-45000-0000	SEWER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
502-4-45000-1100	WAGES	6,792.61	125,304.20	8,085.52	46,731.76	78,572.44	37
502-4-45000-1300	PT WAGES	63.74	734.15	58.60	384.28	349.87	52
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	487.01	9,781.29	624.71	3,615.37	6,165.92	37
502-4-45000-2200	VRS	1,163.61	21,214.00	1,467.18	7,536.84	13,677.16	36
502-4-45000-2300	HEALTH INSURANCE	1,511.02	27,818.28	1,780.06	9,432.13	18,386.15	34
502-4-45000-2400	GROUP LIFE INSURANCE	97.44	1,679.07	116.14	607.46	1,071.61	36
502-4-45000-2500	HYBRID DISABILITY	0.00	48.05	0.00	0.00	48.05	0
502-4-45000-3320	PROFESSIONAL SERVICES	3,375.00	0.00	0.00	0.00	0.00	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	1,039.50	8,000.00	0.00	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	14,529.93	220,527.48	12,132.21	116,499.65	104,027.83	53

Town of Amherst
Statement of Revenue and Expenditures

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
502-4-94000-0000	CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0
502-4-94000-8002	WWTP CENTRIFUGE	0.00	0.00	134,667.50	688,658.75	688,658.75 -	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>
502-4-95000-0000	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	54,318.67	162,956.33	25
502-4-95000-9003	STERLING BANK WWTP REFI INTEREST	5,087.45	53,033.00	0.00	13,939.44	39,093.56	26
502-4-95000-9004	SEWER REHAB PRINCIPLE	5,681.20	70,017.22	0.00	17,351.66	52,665.56	25
502-4-95000-9005	SEWER REHAB INTEREST	3,946.80	45,518.78	0.00	11,530.56	33,988.22	25
	95000 DEBT SERVICE	32,226.78	385,844.00	0.00	97,140.33	288,703.67	25
	SEWER FUND Expenditure Totals	82,881.52	1,207,829.13	179,197.32	1,107,578.86	100,250.27	92

502 SEWER FUND

	<i>Prior</i>	<i>Current</i>	<i>YTD</i>
Revenues:	80,879.22	80,456.84	372,962.64
Expenditures:	82,881.52	179,197.32	1,107,578.86
Net Income:	2,002.30 -	98,740.48 -	734,616.22 -

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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	10,309.00	138,492.00	11,728.74	58,482.04	80,009.96 -	42
514-3-16080-0006	GARBAGE OT CHARGES	1,463.83	19,944.00	1,656.00	8,336.34	11,607.66 -	42
514-3-16080-0009	PENALTIES	393.04	5,000.00	459.81	2,271.41	2,728.59 -	45
	16080 Total	12,165.87	163,436.00	13,844.55	69,089.79	94,346.21 -	42
	GARBAGE FUND Revenue Totals	12,165.87	163,436.00	13,844.55	69,089.79	94,346.21 -	42

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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>
514-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0
514-4-12110-1100	WAGES	241.54	3,297.20	266.92	1,455.45	1,841.75	44
514-4-12110-1300	PT WAGES	37.08	505.88	39.64	216.74	289.14	43
514-4-12110-2100	FICA	22.38	290.94	24.66	133.93	157.01	46
514-4-12110-2200	VRS	54.66	692.41	63.08	307.20	385.21	44
514-4-12110-2300	HEALTH INSURANCE	25.50	335.16	27.78	138.91	196.25	41
514-4-12110-2400	GROUP LIFE INSURANCE	3.48	44.18	3.86	19.11	25.07	43
514-4-12110-2500	STD/LONG-TERM DISABILITY	2.80	17.41	3.04	7.60	9.81	44
514-4-12110-5000	CONTINGENCY	0.00	678.34	0.00	0.00	678.34	0
	12110 TOWN MANAGER	387.44	5,861.52	428.98	2,278.94	3,582.58	39

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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>
514-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
514-4-12420-1100	WAGES	132.57	1,600.93	125.23	679.25	921.68	42
514-4-12420-1300	PT WAGES	17.63	249.41	15.36	88.72	160.69	36
514-4-12420-2100	FICA	10.91	141.55	9.95	54.67	86.88	39
514-4-12420-2200	VRS	22.75	271.05	20.25	100.42	170.63	37
514-4-12420-2300	HEALTH INSURANCE	25.23	335.16	9.24	46.17	288.99	14
514-4-12420-2400	GROUP LIFE INSURANCE	1.91	21.45	1.60	7.95	13.50	37
514-4-12420-2500	HYBRID DISABILITY	0.00	0.00	0.74	1.85	1.85 -	0
	12420 FINANCE DEPARTMENT	211.00	2,619.55	182.37	979.03	1,640.52	37

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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>
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	52,671.80	76,974.52	41
514-4-43200-3170	COLLECTION OUT OF TOWN	1,404.72	20,865.61	1,461.68	7,308.40	13,557.21	35
	43200 CONTROL	11,479.46	150,511.93	11,996.04	59,980.20	90,531.73	40

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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>
514-4-45000-0000	GARBAGE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
514-4-45000-1100	WAGES	183.63	2,961.48	179.72	1,038.62	1,922.86	35
514-4-45000-1400	OTHER PAY/HOLIDAYS	0.00	40.48	0.00	0.00	40.48	0
514-4-45000-2100	FICA	13.20	229.65	13.79	79.70	149.95	35
514-4-45000-2200	VRS	31.47	501.38	32.60	167.52	333.86	33
514-4-45000-2300	HEALTH INSURANCE	40.98	670.32	39.55	209.61	460.71	31
514-4-45000-2400	GROUP LIFE INSURANCE	2.63	39.69	2.59	13.50	26.19	34
	45000 GARBAGE MAINTENANCE	271.91	4,443.00	268.25	1,508.95	2,934.05	34
	GARBAGE FUND Expenditure Totals	12,349.81	163,436.00	12,875.64	64,747.12	98,688.88	40
514 GARBAGE FUND							
	Revenues:	12,165.87	13,844.55		69,089.79		
	Expenditures:	12,349.81	12,875.64		64,747.12		
	Net Income:	183.94 -	968.91		4,342.67		

Town of Amherst
Statement of Revenue and Expenditures

12/07/2023
12:23 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>
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	0.00	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	0.00	5,148.76	31,271.87 -	14

Town of Amherst
Statement of Revenue and Expenditures

12/07/2023
12:23 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>
701-4-45000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
701-4-45000-1300	PT WAGES	764.94	8,809.82	703.23	4,611.26	4,198.56	52
701-4-45000-2100	FICA	58.51	673.95	53.79	352.75	321.20	52
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	823.45	27,737.79	757.02	4,964.01	22,773.78	18

Town of Amherst
Statement of Revenue and Expenditures

12/07/2023
12:23 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>
701-4-81500-0000	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0
701-4-81500-5100	ELECTRICAL SERV.	13.80	180.00	29.68	133.66	46.34	74
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	13.80	8,682.84	29.68	2,823.66	5,859.18	33

Town of Amherst
Statement of Revenue and Expenditures

12/07/2023
12:23 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>
	IDA FUND Expenditure Totals	837.25	36,420.63	786.70	7,787.67	28,632.96	21
701 IDA FUND							
			Prior	Current	YTD		
	Revenues:		0.00	0.00	5,148.76		
	Expenditures:		837.25	786.70	7,787.67		
	Net Income:		837.25 -	786.70 -	2,638.91 -		

Grand Totals	Prior	Current	YTD
Revenues:	326,762.49	388,828.20	1,692,293.90
Expenditures:	406,058.35	437,819.23	2,622,141.60
Net Income:	79,295.86 -	48,991.03 -	929,847.70 -

CLERK OF COUNCIL REPORT NOVEMBER 2023

COMMITTEE MEETINGS

Planning Commission

Regular Meeting 11/01/23: 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 11/08/23: Receive and review agenda materials; assemble packet for meeting; post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

Special Meeting 11/29/23: 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

Three (3) requests:

- Receive, review, and respond to requestors

BANNER PERMITS

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

CHRISTMAS PARADE

Attend parade meeting

Receive and review registration forms; confirm receipt to participants

Numerous emails with potential participants

Correspond with and secure pre-parade stage performers

Emails with Mike Cargill and Betty Stinson re livestreaming event

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.
- Prepare oath for Kenneth Watts; prepare correspondence to Clerk of Court
- Research and order employee Christmas gifts
- Miscellaneous phone calls, correspondence; miscellaneous research.
- Prepare miscellaneous purchase orders.

Town of Amherst Committees Report– November 20, 2023 - See Attached.

Town of Amherst Committees as of November 30, 2023

Appointed/Term Expires

TOWN COUNCIL

D. Dwayne Tuggle, Mayor	01/01/23	12/31/26
Kenneth S. Watts	11/16/23	12/31/24
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.

Grandview Drive Water Treatment Plant:

As previously noted, work on the water plant upgrade is nearing completion. Staff members are now concerned with the minor nuisances that construction projects bring to the close of construction activities. The SCADA software is still being debugged. The remote controller modem for the warranty period has been installed so the company can check on operation systems and help correct any problems encountered.

The main door still needs to be installed. Its supplier had notified at the time of ordering that it would not be available till 2024. We are optimistic that it may be ready before then. Raw water insulation and heat trace still need to be placed. The new privacy fence is in place. Need to get in touch with the contractor to find out why the post caps are blowing off.

So, the situation at the water plant is excellent with all the improved upgrades and as the operators get used to the new operations, it will be a good working experience.

Rutledge Creek Wastewater Treatment Plant

The sludge dewatering centrifuge project is all but complete. Construction is waiting for the arrival of the dried sludge cake conveyor. The conveyor is equipment that transports the sludge from the centrifuge to the dumpster of removal from the plant.

Another item of interest is the company that manufactured the plant UltraViolet disinfection system. They have contacted us about a free service where they can monitor the system's function and then contact us on corrective action to avert any operational issues.

Utility/Town Maintenance and Construction Report

Nov-23

Water Meter Read	1180
Water Meter Re-Read	59
Disconnects	4
VA-811 Service locations	35
Vehicle PM Work Orders	22
Pump Station/Plant Work Orders	28
Banners Installed/Dismantled	1
Water Services Installed/Replaced	4
Sewer Services Installed/Replaced	3
Minor Leaks Repaired	4
Major Leaks Repaired	2
Minor Sewer Problems Resolved	3
Major Sewer Problems Resolved	2

Man Hours

Meter Reading	94
Street/Sidewalk Maintenance	110
Safety Training	4
Bush gogging/ Right of way water/ sewer	90
Flushing Water	72
Equipment Maintenance	38
Xmas decorations	288

Major Issues & Comments

2" water main was damaged on Christin Springs Rd that required Maint crew to repair on Sat the 11 and Sun the 12

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 Planning Commission
Minutes
December 6, 2023**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on December 6, 2023, at 7:00 P.M. in the Council Chambers of Town Hall at 174 S. Main Street.

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

P	June Driskill	P	Michael Driskill
P	William Jones	P	John Vandervelde
P	Anne Webster Day	P	Veda Butcher
A	Clifford Hart		

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

The Chair opened the floor for citizen comments.

Fred Loving, Town of Amherst resident, came forward in opposition to allowing more than one dwelling unit on a rental property.

Jerry Martin, Town of Amherst resident and business owner, came forward in support of an ordinance amendment on surface treatment of commercial driveways and parking areas, sharing her displeasure at receiving a zoning violation that stated commercial lots developed after 2003 must be concrete, asphalt or paving stones.

Steve Martin, Town of Amherst resident and business owner, came forward in opposition of the existing code section on commercial surface treatment of driveways and parking areas expressing concern that enforcement of the existing code could be financially detrimental to small business owners. Mr. Martin requested that a code amendment include permeable surface treatment options to reduce the financial impact and runoff issues associated with asphalt surface treatment.

Geraldine Hensley, Town of Amherst resident, came forward in support of the Martins' request for an ordinance amendment on surface treatment of commercial driveways and parking areas.

Derin Foor, Town of Amherst business owner, came forward in support of an ordinance amendment that would include permeable as well as impervious surface treatment options for commercial driveways and parking areas that would reduce possible flooding issues, and reduce what could be a detrimental financial impact to small business owners should the current ordinance be enforced.

Tim Ware, Town of Amherst business owner, came forward in support of the Martins' request for a code amendment on surface treatment of commercial driveways and parking areas, and in

support of acceptance of the gift of easement for a park and, if accepted, that the Town follow through with its intent to construct the park to include bike trails, splash pad and skateboard areas.

Sunny Monk, Town of Amherst resident and President of Second Stage, came forward to offer to take a request to the Board of Second Stage to become host of a Futures Advisory Council which would allow Town citizens and business owners to come together to discuss problems and frustrations and make unified recommendations to the Planning Commission or Town Council.

James Beck, Town of Amherst resident and business owner, came forward in support of the Martins' and their request that a code amendment go back to Town Council on surface treatment of commercial driveways and parking areas.

Sandra Kirk Rodgers, Town of Amherst resident, came forward in support of acceptance of the gift of easement to be used as park.

Sonny Sundaramurthy, Town of Amherst resident, came forward in support of code amendments that would bring legally non-conforming properties to conforming properties.

Bill Tucker, Town of Amherst resident, came forward to share his family's history of the Town of Amherst and to ask that the Planning Commission remember that they are advisor to the Council, and that they should consider within the comprehensive plan what is best for the growth of the town while begin mindful of its current citizenry and existing businesses.

There being no one else present in person or otherwise to speak, no comments were made.

Mr. Jones made a motion that was seconded by Ms. Day to approve the minutes of the October 4, 2023, meeting.

There being no discussion, the motion carried 6-0 according to the following:

June Driskill	Aye		Anne Webster Day	Aye
Michael Driskill	Aye		John Vandervelde	Aye
William Jones	Aye		Veda Butcher	Aye
Clifford Hart	Absent			

Town Manager McGuffin reported that a public hearing was held by the Commission on August 3, 2023, and by Town Council on October 10, 2023, on consideration of a proposed amendment to the Town's zoning ordinance that, if approved, would allow more than one accessory unit on a residential lot, and on consideration of a proposed amendment to the Town's zoning ordinance that would, if approved, allow more than one dwelling unit on a lot based on the underlying zoning district and/or size of parcel. At its meeting on October 4, 2023, the Planning Commission unanimously voted to recommend approval of the amendment allowing up to two accessory units based on the underlying zoning district and/or size of parcel for a total of three dwellings on a lot. At its meeting on October 10, 2023, Town Council directed that the matter be

returned to the Planning Commission for clarification on their recommendation pertaining to number of accessory dwellings allowed.

After discussion, Town Manger was directed to report a split recommendation by the Commission to Town Council as follows:

- A two member recommendation that a lot may contain a single family residence and two additional buildings, each containing one dwelling unit for a total of three dwelling units.
- A four member recommendation that a lot may contain a single family residence containing two dwelling units, and one additional building containing one dwelling unit, for a total of three dwelling units.

Town Manager McGuffin gave a report on a proposed amendment to the Zoning Ordinance to include language for short term rental applications and standards for use. Town Manager McGuffin also reported that staff will propose several other Code changes in the upcoming month. A work session will be held by the Commission on January 17, 2023, to discuss the proposed code changes.

There being no further business, on motion of Ms. Day which was seconded by Mr. Driskill and carried 6-0, the meeting adjourned at 8:17 PM, according to the following:

June Driskill	Aye		Anne Webster Day	Aye
Michael Driskill	Aye		John Vandervelde	Aye
William Jones	Aye		Veda Butcher	Aye
Clifford Hart	Absent			

June Driskill, Chairperson

Attest: _____

Robert E. Lee Soil & Water Conservation District
7631-A Richmond Hwy.
Appomattox, VA 24522
Phone 434-352-2819 FAX 434-352-9405
www.releeconservation.com
Board of Directors Regular Meeting Minutes
The Spring House Restaurant
9789 Richmond Hwy
Lynchburg, VA 24504
October 26, 2023 – 6:00 p.m.

Approved

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

Directors: Jeff Floyd, Chairman
(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
Dustin Woodall, RELSWCD Conservation Technician

Staff Absent:

Others:

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order October 26, 2023 at 6:00 p.m., by Brandon Schmitt, Co-Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

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

Acknowledgement of Guests: No Guest were present.

Reading and Approving of the September 28, 2023 Minutes: Brandon Schmitt, Co-Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). **Motion was made to approve the minutes as written. Approved (Perrow, Jones passed 8/0).**

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report –September 2023 – Doug Perrow, Treasurer, gave the Treasurer's report (copy filed with minutes). Cost Share and Operation Savings bank statements were reconciled to the checkbook and QuickBooks program. No discrepancies noted. Attachment E for 1st quarter Balanced. All financial reports are on file. Signed Attachment E was provided to DCR.

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

From last October, but still relevant especially considering recent budget amendments:
From James Martin, DSWC director:

It is critical that everyone maintains our focus on the Program's mission, manual, and procedures to ensure we are implementing properly designed and installed practices that produce the greatest water quality benefits for the taxpayers of the Commonwealth.

Quarterly reports are due in my office no later than Monday, October 16. This includes attachment E, plus Quickbooks cash balance sheet and P&L for the quarter. VACS:

CY23 Random Verifications – enter into the verification module by COB 10/31/23

Change to piggy-backing for PY24 – From page II-31 of the VACS manual: “Districts and federal agencies may choose to combine resources to fund mutually high priority practices up to the approved estimated cost or eligible actual cost. VACS funding may not exceed the cost-share rate listed in the VACS BMP specifications. NRCS payment and VACS payment may combine to cover 100% of the lesser of a bmp's estimated or actual cost so long as the district's VACS payment does not exceed the cost-share rate established in the bmp's specification. It used to be that combined district and federal payments could not exceed the VACS cost-share rate.

With Mark Hollberg retiring as of Jan 1, 2024 ,Angela Ball may cover some duties and Blair Gordon will be contact person for Attachment E. Mark stated he will share contact information with us as he receives it.

Meetings are on file at the District.

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

- October 27th: CSP Renewal Assessment and Ranking Deadline
- November 1st: ACEP-ALE/WRE Application Deadline
- November 3rd: CSP Renewal Preapprovals Selections
- December 15th: CSP Renewals/CSP-GCI Obligation Deadline
- March 8th: EQIP/CSP/CIC Ranking Deadline
- March 18th: EQIP/CSP/CIC Preapproval Start
- April 26th: CPS FY25 Renewals Application Deadline
- September 13th: EQIP, EQIP-CIC, CSP Classic Obligation Deadline
- September 20th: CPS-Renewal Assessments Deadline

Environmental Quality Incentives Program (EQIP)

- 29 EQIP Contracts: 4 Amherst, 7 Appomattox, 18 Campbell Co
- 48 Equip Applications: 15 Amherst, 12 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
- 2 CSP-GCI Applications: 2 Campbell Co
- 12 CSP Applications: 6 Campbell Co, 2 Appomattox, 3 Amherst, 1 Pittsylvania

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

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

Conservation Technical Assistance

- 0 Potential Participants

Local Working Group/ Public Meetings

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

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

5-Virginia Cooperative Extension Report – Bruce Jones, Appomattox VCE Agent- October 2023 report was given.

1. Spotted Lanternfly adults have been obtained from the western part of Appomattox.
2. Private Pesticide Applicator Licensure Recertification classes
 - a. Amherst- December 5-Amherst Co Administration Building 6 to 9 pm
 - b. Campbell- December 12-Campbell Co Ext Office 6 to 9 pm
 - c. Appomattox- January 18, 2024- Appomattox Community Center- 1 to 4 pm
3. Extension office situation analysis assistance requested.
4. Meet and Greet with Ext Director Dr. Mike Gutter- Lynchburg Library- Dec 13 3 to 4:30 pm

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

Projects:

The supply issues have slowed down field work. Working on plans and designs for new projects. Monitoring progress on projects under construction. Meeting new producers, working on estimates and maps for new projects and working on Nutrient Management Plans for producers.

6:15 pm Jennifer Elliott stepped out.

Practices and Conservation Plans for Board Approval:

<u>Contract</u>	<u>Instance</u>	<u>Co.</u>	<u>Est. Cost</u>	<u>CS amt.</u>	<u>Comp/Date</u>	<u>Fund</u>	<u>Practice</u>
10-24-0035	579427	AP/CB	\$6,018.00	\$6,018.00	6/30/24	PY24 CB VACS	SL-8B / 98
10-24-0036	579428	CAM/OCB	\$53,370.00	\$53,370.00	6/30/24	PY24 OCB VACS	SL-8B / 98
10-24-0037	579429	CAM/OCB	\$800.00	\$800.00	6/30/24	PY24 OCB VACS	SL-8H / 92
10-24-0038	579430	CAM/OCB	\$3,000.00	\$3,000.00	6/30/24	PY24 OCB VACS	SL-8B / 98
10-24-0039	579431	CAM/OCB	\$1,620.00	\$1,620.00	6/30/24	PY24 OCB VACS	SL-8B / 98
10-24-0040	579432	CAM/OCB	\$5,250.00	\$5,250.00	6/30/24	PY24 OCB VACS	SL-8B / 98
10-24-0041	579433	CAM/CB	\$9,000.00	\$9,000.00	6/30/24	PY24 CB VACS	SL-8H / 98
10-24-0042	579436	AM/CB	\$67,915.46	\$67,915.46	6/30/24	PY24 CB VACS	SL-1 / 110

Motion was made to approve all practices as list 10-24-0035 thru 10-24-0042. Approved (Perrow, Payne passed 7/0).

6:17 pm Jennifer Elliott returned

Watershed Dams:

Watershed dams are doing well and in good shape. Caldwell lake is still drained. As of the time of this writing there is a plan for Bandersmith to come evaluate the gate on 10-26-23 in the afternoon. Bandersmith was able to evaluate the gate

and it was agreed to lower the gate until the replacement is ready to install. When the replacement gate is ready to install the gate will be reopened and replaced per Charles Wilson's recommendation.

Would like to ask for a motion to put in a request of \$70,000.00 for DCR's small dam repair fund. That request amount would cover the inspection/engineering/construction.

Motion was made to request \$70,000.00 for DCR's small dam repair fund. Approved (Smith, Swanson approved 8/0).

All Six watershed dams have now had there second mowing and contractor has been paid.

Watershed Dam Inspections, DCR Charles Wilson Oct 31,2023

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 steam 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)

Meeting information is on file.

Hours/Mileage:

160hrs worked

1503 miles traveled

7-RELSWCD Conservation Technician Report- Dustin Woodall gave the October 2023 report (copy filed with minutes).

I. Introduction: This report summarizes my work for October 2023 as a Conservation Technician. It covers my regular duties, field visits, and my involvement in education and outreach.

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. Education Outreach: I participated in the Appomattox Railroad Festival to facilitate the promotion and discussion of our programs while also assisting with educational outreach efforts.

V. 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.

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

October Activities and Meetings:

- October 5th: State Education Committee Meeting
- October 11th: Appomattox Library (30 kids)
- October 14th: Railroad Festival (~100 people reached)
- October 18th: Enviroscope at Yellow branch Elementary (78 students)
- October 19th: STEM day at Yellow branch Elementary (84 students)
- October 20th-22nd: Table at Amherst Fair
- October 24th: Education Committee Meeting
- October 25th: Envirothon Kickoff Zoom

Upcoming Activities:

- October 28th: Rustburg Library Halloween Event
- November 1st: Holiday Lake Field Trip

Notes: I am officially registered as Project Wild Facilitator and will be planning on co-hosting a workshop for educators next year. I have also been working on editing and updating the website as well. The Underground classroom page is now live on the website and the application link will be added pending board approval. Work on the Holstrom VCAP project has started and we will continue to monitor the progress and completion

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

Monthly duties are kept up to date.

- Reconciled and prepared Attachment E and submitted to DCR with attachments.
- Submitted Quarterly Tax reports for 941, VEC and State payroll taxes paid.
- Prepared mileage reimbursement.
- Reopened online Truist account.
- Continued working on Refresher training for VRS and QuickBooks.
- Continued preauditing files for our December 12, 2023 audit.
- Our option is to have an 35 ft outdoor lot space and purchase a cover with storage fee of \$69 per month.
- Submitted lease agreement to landlord. I will have an update on the Horizon Building in November.

Motion request to hold November BOD meeting on November 16, 2023. Motion was made and approved (Perrow, Swanson passed 8/0).

Please let me know 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. Noone stated they plan to attend.

10- Timberlake WID –J 2023 Doug Perrow provided a verbal report.

Water levels are currently down. There is still concern with run off and run in from the road and creeks. No additional information from VDOT.

REPORT OF COMMITTEES: Education Committee- Reviewed and made adjustments to the Underground Classroom Reservation Application. Motion was to approve the form as updated. Approved (Smith, Perrow passed 8/0). Form to be reviewed annually.

UNFINISHED BUSINESS- None

NEW BUSINESS- None

PUBLIC COMMENT – None

ANNOUNCEMENTS – None

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

Brandon Schmitt, Co-Chairman

Cindy Miller, Office Administrator



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: Sara McGuffin
Date: December 8, 2023
Re: Proposed Conservation Easement and Park

Council has received a proposed conservation easement for 22 acres on S. Main Street, across from the Amherst County High School, and historically known as “Amber Farm.” The property owner, Paul Kilgore, has purchased the 28 acre property with the intention of developing six acres, and donating the remainder to the Town for a park.

The proposed conservation easement does present limitations to the site. The wooded portion is a “no build” area and would need to remain preserved and there is a limit to the amount of impervious surface area of 2%. This equates to approximately 19,000 square feet. Roads and parking areas are not included in this calculation.

The Town citizens have been requesting a park. Additionally, Council has prioritized a park in their Strategic Plan for several years. It is possible, on this site, to include the following items that have been requested by Council and citizens in the past. These are just examples of what could be done.

- An amphitheater, using about 3,000 square feet, with grassy terraced areas for seating.
- A splash pad, using about 3,500 square feet
- Two multipurpose courts (tennis, basketball, pickleball) using about 5,000 square feet
- A playground, using no impervious surfaces
- Skateboard facilities incorporated within the parking or amphitheater area, using no additional hard surfaces
- Multi use trails and disc golf course, using no impervious surfaces
- A bathroom facility using about 5,000 square feet

These facilities would leave an additional 3,500 square feet of impervious surface remaining to use in some other way.

It is important to note that this facility does come with costs. There will need to be an entrance

constructed, along with a road into the facility and parking. There are costs to developing the infrastructure and facilities. Many of these could be grant funded, and costs would be determined by Council. This is a facility that could be developed as slowly or as quickly as Council determined. Immediate use could be accomplished by developing some trails and an entrance way for walkers.

In the past, Council has looked at several options for providing additional park space in the Town. Of the options considered, this one has the greatest potential for what could be developed. It does also have the greatest cost for development, as it will require a connection be made to Main Street. This could be done independently, in conjunction with future development on the remaining six acres, or completed by the adjacent property owner. Since the property is offered as a donation, and because of the benefits offered, staff recommends approval of the conservation easement and future land donation. Development and costs can be controlled by the Council, as they see fit.

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;

(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.

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 **B₂** which is attached hereto and incorporated herein by reference.

(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).

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 Town Council, as set forth in a published fee schedule.
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.]

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

MOTION: _____

SECOND: _____



**December 13, 2023
Regular Meeting**

**A RESOLUTION TO ACCEPT AND EXECUTE A DEED OF GIFT OF EASEMENT
THAT WILL CONVEY A PERPETUAL OPEN-SPACE EASEMENT OVER THE
PROPERTY KNOWN AS AMBLER FARM**

WHEREAS, Ambler Farm is a large and historic piece of property on South Main Street in the Town of Amherst that consists of approximately 22 acres; and

WHEREAS, Ambler Farm, LLC is the owner of Amber Farm (hereinafter the “Property”);
and

WHEREAS, Ambler Farm, LLC would like to preserved and protect the Property from development; and

WHEREAS, Ambler Farm, LLC feels that the best way to protect the Property is to place it into a perpetual open-space easement (also known as a Conservation Easement); and

WHEREAS, the Town Council of Amherst would like to encourage conservation within the Town; and

WHEREAS, Amber Farm, LLC would like to grant the Town of Amherst a Deed of Gift of Easement; and

WHEREAS, the Town of Amherst is a political subdivision of the Commonwealth of Virginia and a qualified organization and an eligible donee under Section 170(h)(3) of the Internal Revenue Code; and

WHEREAS, the Town Council, in order to encourage conservation of open-spaces within the Town, does accept the Deed of Gift of Easement.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF AMHERST that:

1. The Town Council hereby accepts the Deed of Gift of Easement and all provisions thereof.
2. The Town Council will adhere to the conditions within the Easement and conserve the property for open-spaces in perpetuity, as outlined in the attached Deed of Gift of Easement.

The foregoing Resolution was adopted on the 13th day of December, 2023.

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of Council



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: Sara McGuffin

Date: December 8, 2023

Re: Accessory Dwelling Unit Ordinance

At the last Council meeting, the Council requested clarification on the proposed Accessory Dwelling Unit Ordinance. The Planning Commission discussed this at their last meeting, and the results were as follows. The majority of the Commission wished to allow up to three units, contained within two structures, if the lot was of sufficient size to meet the required lot standards (including primary dwelling setbacks and lot area requirements). Two members of the Commission wished to allow up to three dwellings in three structures, if the lot was large enough to accommodate this. Staff recommends adoption of the proposed ordinance recommended by the majority of the Commission, which immediately follows this memo. Staff has included an alternative format that allows the scenario recommended by the minority of the Commission.

The difference between the two scenarios is the number of structures allowed. The first allows up to three dwelling units contained in two structures if the lot can meet the required elements. The second allows up to three units in three structures if the lot can meet the required elements.

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

Dwelling 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, which in the case of three total dwellings, shall be contained in no more than two structures, in that where there are a total of three dwelling units on a lot, two of them must be contained within the same structure.

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

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

Dwelling 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 each 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 or structures 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.

Project Name: Town of Amherst WL InventoryLocation (City/County) Amherst, VA

VIRGINIA DEPARTMENT OF HEALTH (VDH)
OFFICE OF DRINKING WATER (ODW)
FINANCIAL AND CONSTRUCTION ASSISTANCE PROGRAMS (FCAP)

HARD COPY
APPLICATION SUBMISSIONS:
Virginia Department of Health
Office of Drinking Water
109 Governor Street, 6th Floor
Richmond, VA 23219



DIGITAL
APPLICATION SUBMISSIONS:
LEAP.applications@vdh.virginia.gov

Subject: FY24 LEAP Application
– City/County – Project Name

LEAP Applications for LSL Replacement due May 5, 2023.
LEAP Applications for LSL Inventory will be accepted year-round and reviewed on a quarterly basis.

APPLICATION FOR THE LEAD ELIMINATION ASSISTANCE PROGRAM (LEAP)

Application also available at: <https://www.vdh.virginia.gov/drinking-water/fcap/leap/localities-waterworks/>

TYPE OF PROPOSED LSL PROJECT

☐ Lead Service Line Replacement (LSLR)

☒ Building a Lead Service Line (LSL) Inventory

IS THIS AN INDEPENDENT LSL PROJECT?

- ☒ Yes, the scope of this project only includes LSLR work/LSL Inventory work. Therefore, it only requires applying for LSL funding
- ☐ No, the scope of this project includes other construction work and will require submittal of a separate Construction Application in addition to the LEAP Application.

Construction Project Name: _____

Applicants are advised to schedule the required Funding Application Discussion with the appropriate ODW Field Office 30 days prior to the deadline. **Not required for LSL Inventory only projects.**

PRE-REQUIREMENTS FOR FUNDING

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

- Have you been debarred or suspended from applying for state or federal funds?
- Is your waterworks state, federally, or tribally owned?

☐ Yes ☐ No
☐ Yes ☐ No

PRE-REQUIREMENTS FOR LEAP APPLICATIONS

If you answer **NO** to any of these questions, **STOP** – you are not ready to apply for construction funds.

Please contact us to work with you on planning the project.

- Are you either a community or non-profit noncommunity waterworks? (Or will become one?) ☒ Yes ☐ No
- Have you had a Funding Application Discussion with ODW's Field Office? ☒ N/A – This is an LSL Inventory only ☐ Yes ☐ No
- Do you currently or will you have less than three open DWSRF projects by July 1, 2023 (prior to the next awards)? ☒ Yes ☐ No
- Do you have a current LSL Replacement Plan **OR** will it be part of your proposed project? ☒ Yes ☐ No

SECTION C – PROPOSED PROJECT DESCRIPTION

Please provide a brief response for each of the following questions under Sections I, II, and III.

I. General Information

- A. What is the average age of service lines in your system? What percentage of service lines do you estimate to be installed prior to 1986 (under 25%, over 25, over 50%, or over 75%)? If uncertain, please provide your best guess.

The majority of structures in the Town of Amherst were built prior to 1986; over 75%.

- B. Locality (Public) Side – Is the material type of pipes known? What percentage do you estimate to be lead (unknown, under 25%, over 25%, over 50%, over 75%)? Any lead components or connectors (goosenecks, pigtails, solder, etc.)?

The majority of the public owned portion of the water distribution system is ductile iron, with portions of AC pipe, and smaller sticks of galvanized steel, cast iron, or unknown pipes.

Overall percentages are approximately 50% DI, 25% AC or PVC, and 25% galvanized, cast iron, or unknown.

- C. Homeowner (Private) Side – Is the material type of pipes known? What percentage do you estimate to be lead (unknown, under 25%, over 25%, over 50%, over 75%)? Any lead components or connectors (goosenecks, pigtails, solder, etc.)?

Material type of pipes is unknown. Percentage of lead is unknown. Material type of lead components or connectors is unknown.

- D. Please describe any known history of risk to exposure of lead in drinking water. Have any LSLs been encountered in the system previously? Have there been any Action Level Exceedances?

There have been previous LSLs encountered in the system. The Town had a long history of passing lead and copper tests, but once the Main Street water line replacement was completed, there were a series of failures. It is unknown how many lead service lines exist on the customer side. There have been approximately 26 lead failures since Main Street water line was replaced.

ATTACHMENT H-2: Provide documentation of LSL history and/or Action Level Exceedances. If any additional space is required to answer the questions in Section C-I, you may also include this as a part of Attachment H-2.

II. Vulnerable Populations

- A. Describe income levels in the proposed project area. What is the Median Household Annual Income (MHI) of the area to be served (\$ 46,316 /year)? Are there any neighborhoods, census tracts, or specific areas with MHIs that fall below the overall MHI? If yes, please explain and provide additional documentation in Attachment H-3.
No

- B. Describe the type, number, and stories of structures (single family homes, apartments, etc.) and amount of vacant land for the area that benefits from the projects. If the area contains a significant number of vacation homes or homes that are typically occupied less than half of the calendar year, then please provide details.

Single family homes and businesses (1170 total connections)

- C. Does your system serve any schools or licensed childcare centers? If yes, please include a total count below as well as the number of attendees. Include a list of schools and/or licensed childcare centers in Attachment H-3.

2 elementary schools (Amherst Elementary School and Central Elementary School), 2 licensed childcare centers (Little Learners Preschool and YMCA Afterschool Program), one middle school and one high school.

ATTACHMENT H-3: Please include the following information below as documentation. If any additional space is required to answer the questions in Section C-II, you may also include this as a part of Attachment H-3.

Median Household Income

Use the census block or latest update for county/city/towns (<http://data.census.gov>). Include a printout in Attachment H-3. For projects not large enough to be identifiable via census information, you may provide project specific income survey data.

- (1) Include a printout in Attachment H-3.

Note: If you have applied or will apply to other funding agencies that require an income survey, attach the results to this application. For efficiency, consider doing income and user agreement surveys at the same time. For assistance, please contact VDH-ODW.

Environmental Justice

The White House Council on Environmental Quality (CEQ) Climate and Economic Justice Screening Tool (CEJST) will be utilized to help analyze the Environmental Justice benefits of a project. <https://screeningtool.geoplatform.gov/en/#10.4/37.0902/-77.9552>

- (2) Include a printout of the CEJST map in Attachment H-3.
(3) Provide Census Tracts for the community benefiting directly from this project.

See attachment H-3

III. Project Scope

- A. Briefly describe the state of your current LSL inventory. Does an inventory exist? If yes, what information does it include and when was it last updated? What methods were used to verify LSLs? (Ex: historical records, excavation, scratch test, data, etc.)

In-house inventory has been made using Amherst County GIS to find the dates of construction to determine which homes have dates of construction that would exclude them from having used lead. The next portion of the customer side of the inventory will be done by customer survey, requesting customer pictures, and then field verification for the customers that do not respond to the survey. Field verification will be used to identify the line material for the portions of the of the customer lines that are unknown.

- B. If the project will involve building an initial LSL inventory or continuing work on an existing LSL inventory, please describe the following: (1) plans to identify and verify LSLs (ex: old records, building structure age, data extrapolation, excavation, scratch test, etc.), (2) plans, methods, and/or technology that will be used to collect and maintain data to build a LSL inventory, (3) general timeline estimate to complete LSL inventory.

(1) Identification of homes that could have LSLs will be done using county GIS to find construction dates of structures. Every home built prior to 1986 will be either customer identified, or identified by Town staff.
 (2) Town is looking into phone/text technology to collect data on line material on customer side
 (3) Public LSL inventory has been completed using build records and field identification, with a very small number of lines remaining to be identified.

- C. LSL Replacement Projects Only - Please select the scenario most applicable to your project: _____

REBATE MODEL

We plan to utilize VDH funding to set up training sessions for local plumbers and certify that they are approved to replace LSLs for our customers on the private side of the service line. We will utilize our own funding (or alternative source of funding outside of this VDH funding application) for LSL replacement on the public side.

CONTRACT MODEL

We plan to utilize VDH funding to hire a contractor to perform LSL replacement on both the public and the private sides of the service lines. Procurement of these services will be treated in the same manner as traditional VDH (FCAP) construction projects.

HYBRID MODEL

We plan to utilize VDH funding to hire a contractor to perform LSL replacement on the public side of the service line. We also plan to use VDH funding to set up training sessions for local plumbers for local plumbers and certify that they are approved to replace LSLs for our customers on the private side of the service line.

NOTE: LSL Replacement projects planning to utilize a Force-Account Model will be considered on a case-by-case basis. However, we strongly recommend selecting one of the alternative methods outlined above.

- D. LSL Replacement Projects Only – Please elaborate on the scope of your potential project in detail below. If still undecided, please choose the model you are most likely to utilize.

N/A

ATTACHMENT H-4: Provide a copy of the notes/minutes from the Funding Application Discussion (FAD) meeting. Please note that FAD meetings are not required for LSL Inventory only projects. If applicable, you may include a copy of any VDH-Office of Drinking Water letter/email waiving this requirement. If any additional space is required to answer the questions in Section C-III, you may also include this as a part of Attachment H-4.

SECTION D – READINESS TO PROCEED

Please provide a brief response for each of the following questions under Sections I, II, and III.

I. Service Line Material Inspection Methods

- (a) Fill out the table below to indicate which Service Line Inspection Methods are in use or that you intend to use. Below is a list of inspection methods for your convenience. If your inspection method is not included, please add it to the table below:

Mechanical Excavation	Historical Records	CCTV/Camera – External
Vacuum Excavation	Staff Interviews	CCTV/Camera – Internal
Sequential Sampling	Customer-Provided Data	Door to Door Inspections
Flushed/Targeted Service Line Sampling	Electro-scan Interior Probe	Inspections from Past/Current Projects
	Predictive Modeling (AI)	

Already in Use	Intend to Use
Historical records	Customer-provided data
County GIS	Inspections from past/current projects
	In-home inspections

- (b) Please inform us if there are any specific products/vendors that you intend to utilize (ex: BlueConduit, Swordfish, etc.) as Service Line Material Inspection Methods. You may include any additional information describing these products/vendors that you feel may help VDH-ODW to validate these identification methods as valid approaches as a part of Attachment H-5.

We are looking into a phone/text system to enable customers take pictures of the service lines inside their structure, to help identify the type of service line. Additional uses of grant money would be customer bill credits for responding to the survey, and contract work to replace the maintenance crew to free them up for customer in home visits and potholing of public lines that are unknown.

II. Procurement and Scheduling

- (a) Please indicate how the project will approach the handling of Project Management tasks (ex: review and submittal of documentation to meet all State, Federal, and Programmatic requirements).
- ☒ We plan to perform these Project Management tasks ourselves
☐ We plan to utilize VDH funding to hire a consultant to perform these Project Management tasks
☐ We plan to utilize our own funding (or alternative source of funding to) hire a consultant to perform these Project Management tasks
- (b) Explain below if you intend to perform any of the Service Line Material Inspection Methods listed above yourself versus hire a consultant or contractor to perform some of these tasks?

The Town of Amherst will be performing the service line material inspection methods itself, using waterworks department employees, without the hiring of a consultant or contractor

- (c) Provide an outline of the overall Project Schedule. Below is an example timeline of major Project Milestones. However, this schedule is generally more applicable to projects that are following a Contract Model. You may either fill out the form or describe your Project Schedule below. If any additional space is required to answer the questions above, you may also include it as a part of Attachment H-5. Rough in-house inventory listing potential properties with LSLs has been completed. Waterworks employees will be checking lines in the fall and the inventory will be updated as the lines of each address are checked.

<u>ACTIVITY</u>	<u>ANTICIPATED COMPLETION DATE</u>
Engineering Procurement	_____
Submit PER*	_____
Submit P & S*	_____
Environmental Review	_____
Advertise Project for Bid	_____
Open Bids	_____
Award Project	_____
Substantial Completion	October 16, 2024

*The PER and P&S requirements are typically waived for LSL projects. However, please check with your local Field Office to confirm.

III. Lead Service Line (LSL) Replacement Plan

A Lead Service Line (LSL) Replacement Plan is a document that describes how a water utility will complete replacements of lead service lines and/or galvanized requiring replacement service lines, protect the health of affected customers, and maintain compliance with certain requirements of the Lead and Copper Rule Revisions (LCRR). The initial LSL Replacement Plan shall be submitted to the State by October 16, 2024, and must include the following elements:

- (1) A strategy for determining the composition of lead status unknown service lines in its inventory;
- (2) A procedure for conducting full lead service line replacement;
- (3) A strategy for informing customers before a full or partial lead service line replacement;
- (4) For systems that serve more than 10,000 persons, a lead service line replacement goal rate recommended by the system in the event of a lead trigger level exceedance;
- (5) A procedure for customers to flush service lines and premise plumbing of particulate lead;
- (6) A lead service line replacement prioritization strategy based on factors including but not limited to the targeting of known lead service lines and lead service line replacement for disadvantaged consumers and populations most sensitive to the effects of lead; and
- (7) A funding strategy for conducting lead service line replacements, which considers ways to accommodate customers that are unable to pay to replace the portion they own.

For additional details on LSL Replacement Plan criteria, please visit:

<https://www.vdh.virginia.gov/content/uploads/sites/14/2022/05/LSL-Replacement-FAQs-rev-5-20-22.docx>

ATTACHMENT H-5: Provide responses to as many of the seven (7) LSL Replacement Plan items above. If some of your responses are incomplete or blank, please indicate that you will need to include an LSL Replacement Plan as part of your potential project. If any additional space is required to answer the questions in Section D, you may also include this as a part of Attachment H-5.

If you are applying for an LSL Inventory only project, you may skip to SECTION F.



The remaining TMF questions are only required for LSL Replacement projects.

PLEASE READ: Although the questions in Section E and the associated attachments are not required for LSL Inventory only applications, the Virginia Resources Authority (VRA) reserves the right to request this information if you receive a funding offer that contains a loan component.

SECTION E -STATISTICAL DATA REQUIRED FOR TECHNICAL, MANAGERIAL, & FINANCIAL (TMF) REVIEW

1. Connections and Population:

ID	Data Description	Connections	Population ⁽⁴⁾
a.	Existing residential - Entire System	1170	2231
b.	Existing total - Entire System		
c.	Project residential ⁽¹⁾		
d.	Project total ⁽¹⁾		
e.	Future residential ^(2, 3)		
f.	Future total ^(2, 3)		

Notes:

- (1) New connections and/or existing connections that benefit from the project.
- (2) For a water line extension project, e. = a. + c. and f. = b. + d because new connections are being added. For any project that benefits existing connections only, e. = a. and f. = b., and then c. and d. will reflect how many existing residential and total connections, respectively, benefit from the project.
- (3) For a project that benefits existing connections (e.g. – water line replacement) **and** also adds new connections (water line extension) then c. and d. will reflect how many residential and total connections, respectively, benefit from the project (connections that benefit from the project + new connections). In this case, e. = a. + new residential connections added and f. = b. + new total connections added.
- (4) Provide population estimates based on the previous column (connections).

2. Water Usage and Losses

- a. What is the current monthly average number of gallons of water used per residential connection? 3250 gallons/month.
Use total annual gallons billed for in-town residential customers divided by 12 months and divided by the total number of in-town residential customers. Provide supporting documentation as **ATTACHMENT H-6**.
- b. Provide the percent of water loss within the system. Unbilled authorized consumption (e.g., firefighting) should be excluded. Provide supporting documentation as **ATTACHMENT H-7**

Water losses as a percentage of total production. = 60%

This percentage includes: ☒ Real water losses (Physical losses from leaks/bursts in the distribution lines and tank overflows)
☒ Apparent water losses (includes metering inaccuracies and unauthorized usage [theft/illegal use])

3. Rates: **Attach rate schedules as ATTACHMENT H-8**

- a. Existing monthly water charges (explain here):
- b. When were water rates last increased? **Please provide dates and amount/percentage of increase in ATTACHMENT H-8.**
- c. What is your connection fee for water?
- d. Are rate increases anticipated as a result of this project? ☐ Yes ☒ No
If yes, please provide the amount and percentage increase expected and the anticipated effective date for the increase(s).

4. Water Users

a. Service Area Jurisdictions	b. # Of Existing Residential Connections	c. # Of Project Residential Connections at Completion
_____	_____	_____
_____	_____	_____
_____	_____	_____

d. Existing drinking water usage _____ gpd. _____ % Residential _____ % Nonresidential

e. As **ATTACHMENT H-9**, identify Ten (10) Largest Users of the Water System and Estimated Monthly Consumption per user.

5. Determine Average Monthly Residential Water User Rate:

Provide an average monthly residential water user rate analysis as **ATTACHMENT H-10** - using VDH project only template.

Average Monthly Residential Water User Rate = \$ 40.79 /month

6. Target User Rates:

Target user rates are set as a percent of Median Household Income (MHI). The annual MHI utilized for a project is to be based upon the latest census figures or latest update for the city, town or county in which the waterworks is located. Multiply by 0.01 (or 1%) and divide by 12 months to get the monthly target rate.

MHI (from item Section C, II, A. page 3 of 8) \$ 46,316 x 0.01 = \$ 38.59 /month. This is your **Target User Rate**.
(12 months/year)

7. Evaluate Current Rate Structure:

Does the value in Item 5 (water user rate) equal or exceed the value in item 6 (target user rate), above? Yes ☒ No ☐

If you answered “Yes”, your waterworks/project may qualify as **Disadvantaged**. However, rate increases/adjustments may be required to meet debt obligations or pass a VRA credit review.

If you answered “No” then the information indicates the owner needs to adjust water rates to ensure adequate revenues. Having adequate financial resources is crucial to maintaining a successful and sustainable waterworks. Furthermore, EPA mandates that all borrowers receiving program assistance must demonstrate full financial capacity in order to receive funds.

Waterworks are expected to meet or exceed the target rate criteria at or before the time of project completion. VDH reserves the right to require a rate revision plan and implementation schedule acceptable to VDH.

8. Do you have any outstanding debt related to the water and sewer (if applicable) system? ☐ Yes ☐ No

If yes, have you requested that new debt be issued on parity with the old? ☐ Yes ☐ No

Provide documentation as **ATTACHMENT H-11**.

9. Estimated Annual Water Facilities Costs - From PER or other sources based on existing PWS's **Financial Statements**.

- | | |
|--|----------|
| a. Net O, M & R (for existing water facilities)
USE Financial Statements | \$ _____ |
| b. Existing Annual Debt Service for water system
USE Financial Statements | \$ _____ |
| c. O, M & R for Proposed Facilities | \$ _____ |
| d. Total (Sum of a+b+c) | \$ _____ |

10. Sources of Residential and Nonresidential Revenues as a Percentage of Total Annual Water Revenue

- a. Residential _____% b. Nonresidential _____%

11. For the proposed project - Provide a cash flow analysis as **ATTACHMENT H-12** - using VDH project only template- of revenue and expenses (operating budget) showing as a bottom line the funds available for debt service.

12. Please provide the following documents as attachments

- a. Latest interim (unaudited) financial statement (Budget vs. Actual Expenditures) as **ATTACHMENT H-13**
 b. Current year budget as **ATTACHMENT H-14**
 c. Most recent annual audits as **ATTACHMENT H-15**

SECTION F – PROJECT BUDGET INFORMATION

1. LSL Replacement	\$ _____
2. LSL Administrative Fees	\$ _____
3. LSL Inventory	\$ 244000
4. Other (e.g. Additional costs if submitting separate SRF Construction Application)	\$ _____
5. Contingencies (up to 10% of the construction costs for PLANNING ONLY*)	\$ _____
6. TMF (Asset Management Plan, WBOP, Studies, etc.)	\$ _____
7. Loan Closing Fee**	\$ _____ 6,000
8. TOTAL [Round to the nearest thousand] (should match Section A)	\$ 250,000

*During the planning process only, you may calculate contingency amounts up to 10% of the estimated construction costs. **Please note: the contingency amount that will be included in the final budget will not exceed 5% of the construction costs.**

**VDH reserves the right to apply a closing fee of \$6,000 for all applicable loan offers to defray the cost of this service. The \$6,000 may be included in the principal of the loan. If VDH determines a loan closing fee does not apply it will be eliminated from the final budget.

SECTION G – APPLICATION CERTIFICATION

By signing this application, you are certifying that you have been authorized to apply on behalf of the Owner or Controlling Board.

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

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

The undersigned representative of the applicant certifies that the information contained herein, and the attached statements and exhibits are true, correct, and complete to the best of their knowledge and belief. The undersigned agrees to clarify or supplement information pertaining to this application upon request. The undersigned recognizes that the information contained herein may be subject to state Freedom of Information Act requirements. **The undersigned acknowledges that a part of any interest required on a closed loan can be used by VDH to support the drinking water program.**

Owner or Chief Administrative Officer of Waterworks:

NAME and TITLE: Sara McGuffin, Town Manager

ORGANIZATION: Town of Amherst

SIGNATURE : Sara McGuffin Digitally signed by Sara McGuffin
Date: 2023.07.10 14:40:01 -04'00' DATE: 7/18/2023

SECTION H – REQUIRED ATTACHMENTS – Please check those attached and label your attachments with corresponding numbers (i.e., H-1, H-2, etc.).

- ☐ H1) Other Funds Available (e.g., Letters of conditions, award letters, etc.)
- ☒ H2) Project issue documentation of any history of lead service lines or lead components and/or Action Level Exceedances (ALEs).
- ☒ H3) Median Household Income (including site income surveys if census information not at project level) and Environmental Justice documentation in the form of Climate and Economic Justice Screening Tool (CEJST) printouts.
- ☐ H4) Funding Application Discussion documentation/notes. Please note that FAD meetings are not required for LSL Inventory only projects. If applicable, you may include a copy of any VDH-Office of Drinking Water letter/email waiving this requirement. If any additional space is required to answer the questions in Section C-III, you may also include this as a part of Attachment H-3.
- ☐ H5) Lead Service Line (LSL) Replacement Plan. If responses are incomplete or blank, please indicate that you will need to include an LSL Replacement Plan as part of your potential project.

****Required for Technical, Managerial, Financial (TMF) Review****

- ☐ H6) Monthly average of residential water usage. Use total annual gallons billed for in-town residential customers divided by 12 months and divide by the total number of in-town residential customers.
- ☐ H7) Supporting documentation used to determine the percent of leakage in the system. For this application, leakage is the amount of real water lost in the distribution system lines and tanks from cracks, leaks, and tank overflows divided by total water production.
- ☒ H8) Current rate schedule for water connection fee for water and date of last increase.
- ☒ H9) Listing of 10 largest water & sewer users and estimated monthly consumption per user.
- ☐ H10) Average Monthly Residential Water User Rate Analysis – using VDH project only template.
<https://www.vdh.virginia.gov/content/uploads/sites/14/2022/02/J-User-Rate-Analysis-v2.28.2022.xlsx>
- ☐ H11) Outstanding debt amount and with whom.
- ☐ H12) For the proposed project – a cash flow analysis of revenue – using VDH project only template - and expenses (operating budget) showing as a bottom-line funds available for debt service.
https://www.vdh.virginia.gov/content/uploads/sites/14/2022/03/Project-Cash-Flow-Template_2021-1_v2020.03.09.xlsx
- ☐ H13) One copy of the latest interim (unaudited) financial statement. (Budget vs. Actual Expenditures)
- ☐ H14) One copy of the current year budget.
- ☐ H15) One copy of the most recent annual audits.

Items may be submitted in PDF format on a thumb drive if submitting a hard copy.

Items H10 and H12 may also be included in spreadsheet format on a thumb drive. Please make note on the application that the information is included in the attached digital material.





COMMONWEALTH of VIRGINIA

Department of Health

Karen Shelton, MD
State Health Commissioner

P O BOX 2448
RICHMOND, VA 23218

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

R. Christopher Lindsay
Chief Operating Officer

December 11, 2023

Subject: Amherst County
Water – Town of Amherst
Town of Amherst LSL Inventory Project
BIL-09L-23

Sent via Electronic Mail

Ms. Sara McGuffin
Town of Amherst
PO Box 280
Amherst, VA 24521

Re: Virginia Drinking Water State Revolving Fund
FY 2023 Bipartisan Infrastructure Law (BIL)/Financial Assistance
BIL Initial Offer

Dear Ms. McGuffin:

The Virginia Department of Health (VDH) has completed a preliminary review of your application for drinking water construction funds. The determination of the funding package is shown below; however, this determination and your inclusion in VDH's Intended Use Plan is contingent on the availability of federal and state funding as well as the conditions below.

Based on the information provided, VDH determined the total funding package for your project is estimated to be **\$250,000.00 as Principal Forgiveness**. The funding package was determined using information provided in your loan application.

This offer requires a commitment to evaluate revenues and adjust rates as necessary to ensure revenue growth that factors in increases (e.g., operational costs, inflation, etc.), other costs (e.g., asset/equipment replacements, technology upgrades, capital improvements, etc.), and considers other potential revenue reductions (e.g., future regulations, reductions from water conservation, etc.). VDH urges waterworks owners to establish and fund a capital reserve fund that adequately supports capital improvements and asset replacements.

Ms. Sara McGuffin
December 11, 2023
Page 2

Furthermore, VDH recommends waterworks owners implement a revenue growth model that includes automatic annual rate adjustments that exceed inflation. VDH recommends waterworks self-evaluate their financial position using the attached ***Building Financial Sustainability/Financial Health Indicators*** to ensure they can provide for financial sustainability.

Currently, the federal Drinking Water State Revolving Fund (DWSRF) appropriation and final requirements have not yet been finalized. However, all recipients should expect to comply with American Iron and Steel (AIS) requirements or the Build America/Buy America Act (which includes AIS requirements), Davis Bacon Prevailing Wage, and other provisions as required.

The funding package and loan closing are conditioned on and are subject to change based on (but not limited to) the following:


- (1) The availability of federal and state match funds to support the DWSRF Program,
- (2) New restrictions/conditions that the EPA or VDH may require in the use of the SRF funds or for participation in the Program,
- (3) Changes to the purpose, benefit, or scope of the project from the Preliminary Engineering Report (PER) or the DWSRF Application; or if the VDH-ODW Field Office does not concur with the project purpose, benefit, or scope,
- (4) Owner complying with the DWSRF Program requirements, and owner's progress to a timely closing according to a pre-negotiated schedule, or delays/changes in project readiness to proceed,
- (5) Owner's history of activities with the ODW/DWSRF Program (i.e., late or non-payments or non-compliance),
- (6) Owner obtaining user agreements from future water users in the project area, (if applicable),
- (7) The financial estimates provided in your loan application changing,
- (8) Owner's ability to secure the loan (if applicable). All loan offers will require an acceptable credit review by the Virginia Resources Authority,
- (9) Owner soliciting other lenders for parity on this new debt (if applicable),
- (10) Owner being debarred or suspended from applying for state or federal funds,
- (11) Waterworks maintaining compliance with the Virginia *Waterworks Regulations* and other applicable state/federal laws, regulations, policies, and procedures, and
- (12) EPA mandates that all program assistance recipients demonstrate full technical, financial, and managerial capacity in order to receive funds. VDH may place special requirements on recipients in order to ensure capacity requirements are met prior to loan closing.

An acceptance of this funding offer reflects a commitment on your part to these requirements. VDH reserves the right to by-pass any project that has not executed financial agreements within 12 months from the date of VDH's original award letter.

Please notify me as soon as possible but no later than January 11, 2024, of your acceptance of this initial funding package offer or any concerns and additional factors that should be considered, and copy Ms. Tamara Anderson, LEAP Program Manager at tamara.anderson@vdh.virginia.gov. Failure to notify me can be deemed as your withdrawal from this program. Please use the above referenced project number and name on all correspondence. If necessary, I can be contacted at (804) 629-7206 or at Kelly.Ward@vdh.virginia.gov.

Ms. Sara McGuffin
December 11, 2023
Page 3

Sincerely,

DocuSigned by:

8C1C79E9EDA547F...

12/8/2023 | 9:11:08 AM EST

Kelly Ward, Director

Division of Financial, Construction & Assistance Programs

Ec: Tamara Anderson, LEAP Program Manager, VDH – FCAP
Keith Kornegay, P.E., FCAP Project Team Leader, Lexington Field Office
Steve Kvech, P.E., ODW Deputy Field Director, LFO Field Office
Joe Bergeron, VRA, Director of Financial Services and Investments

VDH OFFICE OF DRINKING WATER
FINANCIAL AND CONSTRUCTION ASSISTANCE PROGRAMS (FCAP)

Building Financial Sustainability/Financial Health Indicators

Having adequate financial capacity and an acceptable credit review is a Program requirement for revolving fund loan projects. Listed below are some financial indicators that may be evaluated during a review by VDH or by the Virginia Resources Authority (VRA). Reviews are not limited to the factors listed below and may include other factors.

Revenue Pledge Factors: *(User fees pledged for loan repayment)*

1. **Debt Service Coverage Ratio:** Net Revenue (revenue – O&M) available for debt service divided by applicable debt service. Evaluated using the first two fiscal years after project completion.
 - Poor Less than 1.15x
 - Adequate From 1.15x to 1.5x
 - Strong Greater than 1.5x
2. **Days Cash on Hand:** Amount of total available unrestricted liquid reserves divided by daily operating expenditure requirements.
 - Poor Less than 60 days
 - Adequate From 60 to 120 days
 - Strong Greater than 120 days
3. **Operating Ratio:** Total operating income plus operating reserves divided by total operating costs (not including debt)
 - Poor Less than 1.1
 - Adequate From 1.1 to 3.0, Small systems (1.25 to 3.0), Medium and large (1.1 to 2.0)
 - Strong Greater than 3.0 Small systems (3.0), Medium and large (2.0)

General Obligation Factors:¹ *(Locality pledges its full faith and credit, backed by taxing power)*

4. **State Aid (if applicable):** Available state aid divided by applicable debt service.
 - Poor Less than 1.0x
 - Adequate From 1.0x to 1.5x
 - Strong Greater than 1.5x
5. **Debt Service vs. Expenditures:** Debt service compared to the total operating budget.
 - Poor Greater than 15%
 - Adequate From 10% to 15%
 - Strong Less than 10%

¹ Evaluate the debt, revenues, and expenses of the entire entity and not just the waterworks enterprise fund

6. **Unassigned Fund Balance:** Unassigned fund balance vs. total revenue.

- Poor Less than 5%
- Adequate From 5% to 10%
- Strong Greater than 10%

7. **Debt Payout Ratio:** Measurement of how much debt is paid off in ten years.

- Poor Less than 50%
- Adequate From 50% to 60%
- Strong Greater than 60%

8. **Total Debt vs. Total Valuation:**

- Poor Greater than 6%
- Adequate From 2% to 6%
- Strong Less than 2%

Other Factors:

9. **Affordability Index Target:** Annual residential bill divided by Annual Median Household Income (MHI).

- 1% for average gallons per month*
- 2% for 5,000 gallons per month

* Use the rate structure (in-town, if applicable) for residential customers and apply it to the average monthly residential water usage to derive the average monthly user rate for evaluation under the DWSRF Program. The average monthly residential water usage is to be based on residential water meter data. Waterworks are expected to meet or exceed the target rate criteria at the time of project completion.

Other considerations:

Experience has shown that fairly structured utility rates that implement gradual rate increases annually have been the most acceptable to the ratepayers and most effective in keeping revenue at pace with costs.

VDH recommends waterworks implement a revenue growth model that factors in increases (e.g., operational costs, inflation, etc.), other costs (e.g., asset/equipment replacements, technology upgrades, capital improvements, etc.), and takes into account other potential revenue reductions (e.g., future regulations, reductions from water conservation, etc.).

VDH recommends waterworks establish and fund a capital reserve fund that adequately supports capital improvements and asset replacements.

VDH reserves the right to require an implementation schedule acceptable to VDH for those waterworks that may need additional time for implementation of significant rate increases.