

AMHERST TOWN COUNCIL
AGENDA
Wednesday, February 14, 2024
Meeting at 7:00 p.m.
Town Hall, 174 S. Main Street, Amherst, VA 24521

- A. Call to Order for the Town Council– 7:00 p.m. - Mayor Tuggle**
- B. Pledge of Allegiance** - *I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*
- C. Invocation** - *Any invocation that may be offered before the official start of the Amherst Town Council meeting shall be the voluntary offering to, and for, the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by Council and do not necessarily represent the religious beliefs or views of the Council in part or as a whole. No member of the audience is required to attend or participate in the invocation, and such decision will have no impact on their right to participate actively in the business of the Council. Copies of the policy governing invocations and setting forth the procedure by which a volunteer may deliver an invocation are available upon request at the Town Hall.*
- D. Public Hearings and Presentations**
- 1. Resolution of Appreciation for Douglas L. Thompson (Pg. 1)- Mayor Tuggle-** *Council has a resolution of appreciation for Douglas L. Thompson, in appreciation for his service on Council.*
 - 2. Police Department Annual Awards-** *Chief Shiflett will be presenting the Police Department’s Annual Awards for their employees.*
- E. Citizen Comments** - *Per the Town Council’s policy, any individual desiring to speak before the Council who has not met the agenda deadline requirement will be allowed a maximum of three minutes to speak before the Town Council. Any individual representing a bona fide group will be allowed a maximum of five minutes to speak before the Town Council. Placement on the agenda is at the Mayor’s discretion.*
- F. Consent Agenda** – *Items on the consent agenda can be voted on as a block if all are in agreement with the recommended action or discussed individually.*
- 1. Town Council Minutes (Pgs. 2-8)** – *Drafts of the January 10th and 24th 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. 9-18)-** *The check register for the month of January 2024 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. 19-78)**
 - a. Manager Monthly Report- **attached**
 - b. Police Chief Monthly Report - **attached**
 - c. Office Manager Monthly Report - **attached**
 - d. Clerk of Council Monthly Report- **attached**
 - e. Public Works Monthly Reports- **attached**
 - 2. Other Reports (Pgs. 79-85)**
 - a. Planning Commission– *met February 7, 2024, minutes attached*

- b. Economic Development Authority- *no meeting*
- c. Robert E. Lee SWCD- *met November 18, 2023, minutes attached*

H. Discussion Items

- 1. State of the Town- (Pg. 86)** *Mayor Tuggle- Mayor Tuggle will present the 2024 State of the Town, summarizing the accomplishments of calendar year 2023.*
- 2. Code of Ethics Affirmation (Pg. 87)-** *Mayor Tuggle - Staff has prepared the Code of Ethics with signature blocks for Council to sign and that can be reproduced for display in Council Chambers.*
- 3. Approval of Contract/Work Order for Police Chief Recruitment (Pgs. 88-97)-** *Tracie Morgan- The Berkley Group has prepared a contract and work order for their recruitment of the Town's next Police Chief. This contract was cooperatively procured by the City of Lexington, and also falls under our required amount for bid.*
- 4. Request Appropriation for Berkley Police Chief Recruitment Contract- (Pg. 98)-** *Tracie Morgan-Staff requests appropriation for \$15,000 for work on the Police Chief recruitment.*
- 5. Citizen Request for Speed Study on Sunset Drive-** *Tracie Morgan- A citizen has requested that the Council consider requesting that VDOT add a speed study for Sunset Drive so that the speed limit can be reviewed for a change within Town limits to 25 mph.*

I. Matters from Staff

J. Citizen Comments

K. Matters from Town Council

L. Anticipated Town Council Agenda Items for Next Month

M. Closed Session- *Pursuant to §2.2-3711A.7 of the Code of Virginia, for the purpose of consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, specifically to discuss the pending legal matter involving the Amherst Lifesaving Crew.*

N. Adjournment

Resolution
of the
Town Council of the Town of Amherst

WHEREAS, Douglas L. Thompson is a highly respected citizen and a long-time resident of the Town of Amherst; and

WHEREAS, Douglas L. Thompson was appointed and agreed to serve as an interim member of the Town Council of the Town of Amherst on September 14, 2022, holding this position until a special election was held in November 2023; and

WHEREAS, Douglas L. Thompson serves the Town as a member of the Economic Development Authority, appointed by Council on August 15, 2022; and

WHEREAS, Douglas L. Thompson has rendered loyal and dedicated service to the residents of the Town of Amherst and the surrounding area through his career in public service and civic efforts including serving 10 years as a Volunteer Fire Fighter with the Amherst Fire Department. He is a practicing Certified Public Accountant and a graduate of the Virginia Military Institute; and

WHEREAS, the Town Council of the Town of Amherst wishes to acknowledge the services that Douglas L. Thompson has given to his community and also to express its appreciation for all that Douglas L. Thompson has done and will continue to do for the Town of Amherst; and

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Amherst does, on this date, acknowledge the outstanding service that Douglas L. Thompson has given to our community; and

BE IT FURTHER RESOLVED that the Town Council of the Town of Amherst hereby declares that the Town of Amherst has been greatly improved as a result of Douglas L. Thompson's tenure on the Town Council of the Town of Amherst; and

FINALLY, BE IT RESOLVED the Clerk of the Council of the Town of Amherst is ordered to deliver an original copy of this Resolution to Douglas L. Thompson as a token of the Council's deep appreciation for his contributions to our community and that this resolution be spread upon the minute books of the Town Council of the Town of Amherst as a tribute to a

Good Neighbor and a Friend of the Town of Amherst.

Adopted February 14, 2023.

D. Dwayne Tuggle, Mayor

Attest:

Clerk of Council

Vice Mayor Andra Higginbotham called a regular monthly meeting of the Amherst Town Council to order on January 10, 2024, 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	Kenneth S. Watts

Also present were the following staff members:

Sara E. McGuffin	Town Manager	Bobby Shiflett	Police Chief
Kelley Kemp	Town Attorney	Ryan Watts	Police Captain
Vicki K. Hunt	Clerk of Council	Gary Williams	Director of Plants
Tracie Morgan	Office Manager	Becky Cash	Plants Operator

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

Allison Jordan, Executive Director of Iron Lives, Incorporated, came forward on behalf of the group to request Town Council's support for the 13th Annual IRON 5k Run/Walk event that would occur on May 5, 2024, and allow road closures for the event with the understanding that IRON would fully fund sufficient traffic control for the activity as required by the police chief.

Mr. Watts made a motion that was seconded by Ms. Wheaton to support the event and allow road closures.

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	Kenneth Watts	Aye

Vice Mayor Higginbotham opened a duly advertised public hearing at 7:03 p.m. on determination of whether to amend the adopted Town of Amherst Comprehensive Plan, Section 13, Land Use Profile, designating property consisting of 22 acres, generally known as the "Ambler property," and designated as tax map numbers 95-A-90, 90A, 91, and 110-A0103, from public use to B-1 Light Commercial District.

Town Manager McGuffin reported that the Planning Commission, after ratification, held a duly advertised public hearing at its meeting on January 3, 2024, to considered a motion to recommend approval and re-adoption of the amended Comprehensive Plan and the Future Lane Use Map to return property consisting of 22 acres, generally known as the "Ambler property," designated as tax map numbers 95-A-90, 90A, 91, and 110-A0103, and generally located across South Main Street from the Amherst County High School from public use to B-1 Light Commercial District. The motion failed (3 ayes, 1 nay, 2 abstain) due to a lack of a majority vote, and as such sent a divided recommendation to Council. Staff requested that Council adopt a resolution amending the Town's Future Land Use Map returning the twenty-two acres of land to its original designation for commercial use.

Paul Kilgore, Town of Amherst resident, came forward in opposition to amending the Town's existing Comprehensive Plan that would return the property to its original designation for commercial use.

Mark Popovich, Amherst County Attorney, came forward requesting that council not amend the existing Comprehensive Plan that currently designates the property for public use. Mr. Popovich was also present to answer questions from council pertaining to the county's desired use of the property.

Angela Sundarmurthy, Town of Amherst resident and business owner, came forward requesting that council not amend the existing Comprehensive Plan that currently designates the property as public use.

There being no one else present who wished to speak on the matter, the public hearing was closed at 7:12 p.m.

Ms. Turner made a motion that was seconded by Ms. Wheaton to adopt the resolution approving amendment and re-adoption of the Town of Amherst Comprehensive Plan, Section 13, Land Use Profile, designating property consisting of 22 acres, generally known as the "Ambler property," designated as tax map numbers 95-A-90, 90A, 91, and 110-A0103, from public use to B-1 Light Commercial District, as recommended by staff.

Council members discussed the matter and requested specific information from both Town Attorney Kemp and County Attorney Popovich.

Hugh Dietrich, Town of Amherst resident, who requested and was allowed to speak, questioned who would profit if solar panels were installed on the property.

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

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

Vice Mayor Higginbotham opened the floor to citizen comments.

Steve Martin, Town of Amherst business owner, came forward to encourage all town residents to come to or watch council meetings, and to question why his business was singled out as being non-compliant with the existing code section on commercial surface treatment of driveways and parking.

Jerry Martin, Town of Amherst business owner, came forward questioning why council members are allowed to vote on complaints made by family members and in opposition to the existing ordinance on surface treatment of commercial driveways and parking areas.

Robert Villwock, Town of Amherst resident, came forward in disagreement to Council recent decisions concerning the proposed park, and that council member decisions were made without explanation to citizens.

Sonny Sundaramurthy, Town of Amherst resident, came forward to remind council that good people continue to be hurt by Town ordinances and supporting code amendments that would bring legally non-conforming properties to conforming properties, specifically referring to the ordinances on surface treatment of commercial driveways and parking areas.

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

Ms. Turner made a motion that was seconded by Mr. Watts to approve the consent agenda items consisting of minutes of the meeting held on December 13, 2023, and the December 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	Kenneth Watts	Aye

Town Manager McGuffin and Office Manager Morgan reported that the Town's current budget appropriated funds in the amount of \$100,000 for an addition to the Town Maintenance Shop, after which bids for the project were received and rejected. Staff having determined that project contract details could be administered by Gordian through a State contract, staff received a contract from Harrisonburg Construction Co. in the amount of \$156,802.33. Staff recommended execution of the contract in the amount of \$156,802.33 and requested appropriation of an additional \$60,000.00 to cover the remaining cost of the project and any possible changes, with \$20,000 to be appropriated to the General Fund, the Water Fund, and the Sewer Fund, respectively.

Ms. Wheaton made a motion that was seconded by Mr. Driskill to execute the contract from Harrisonburg Construction Co. in the amount of \$156,802.33 and appropriate an additional \$60,000.00 to cover the remaining cost of the project and any possible changes, with \$20,000 to be appropriated to the General Fund, the Water Fund, and the Sewer Fund, respectively, as recommended by staff.

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

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

Town Manager McGuffin gave a report on renewal of the Town's Water Withdrawal Permit from the Department of Environmental Quality (DEQ) allowing the Town to withdraw raw water from the Buffalo River for treatment at the Water Treatment Plant. Staff requested appropriation in the amount of \$10,000.00 from the Water Fund Reserve for the cost of the permit.

Mr. Watts made a motion that was seconded by Ms. Wheaton to approve appropriation of \$10,000.00 from the Water Fund Reserve for cost of the water withdrawal permit from the Department of Environmental Quality, as recommended by staff.

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

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

Vice Mayor Higginbotham opened the floor to citizen comments.

Fred Loving, Amherst Fire Department Archivist, came forward to speak on historical photographs,

documents, and artifacts housed at the Fire Department.

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

There being no further business, on motion of Ms. Wheaton that was seconded by Ms. Turner the meeting adjourned at 8:14 P.M., until February 14, 2024, 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	Kenneth S. Watts	Aye

D. Dwayne Tuggle, Mayor

Attest: _____
Clerk of Council

Mayor D. Dwayne Tuggle called a special meeting of the Amherst Town Council to order on January 24, 2024, at 7:15 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that a quorum was present as follows:

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

Also present were the following staff members:

Sara E. McGuffin	Town Manager
Robert A. Shiflett	Police Chief
Tracie Morgan	Town Treasurer

At 7:15 Town Manager McGuffin 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, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body specifically the Town Police Chief.

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

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

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

The motion carried 3-0 via the roll call method as follows:

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

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

At 7:16 PM, pursuant to the Resolution, Town Council convened in closed session.

At 8:27 PM the meeting reopened to the public.

Town Manager McGuffin 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	Absent
Janice N. Wheaton	Yes	Michael Driskill	Yes
Sharon Turner	Yes	Kenneth Watts	Absent

There being no further business, on motion of Ms. Turner seconded by Ms. Wheaton the meeting adjourned at 8:28 P.M.

The motion carried 3-0 as follows:

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

D. Dwayne Tuggle, Mayor

Attest: _____
Clerk of Council

TOWN COUNCIL OF THE TOWN OF AMHERST

MOTION: Sharon Turner

Wednesday, January 24, 2024

SECOND: Janice Wheaton

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, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body specifically the Town Police Chief.

WHEREAS, pursuant to: §2.2-3711(A)(1) 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 24th day of January 2024.

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of Council

Range of Checking Accts: First to Last Range of Check Dates: 01/01/24 to 01/31/24
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							
5858	01/05/24	ASHT005 ASHTON-POTTER (USA) LTD					232
V4-00333	1	CIGARETTE STAMPS	1,328.40	100-4-12420-6001	Expenditure		35 1
				OFFICE SUPPLIES			
5859	01/05/24	CENTR005 CENTRAL TECHNOLOGY SOLUTIONS					232
V4-00326	1	JANUARY	657.15	100-4-43200-5230	Expenditure		25 1
				TELECOMMUNICATION			
5860	01/05/24	CHARL020 CHARLEY DOVE					232
V4-00327	1	CHRISTMAS LUNCGH	460.00	100-4-12110-5000	Expenditure		26 1
				CONTINGENCY REQUIREMENT			
5861	01/05/24	CMCSU005 CMC SUPPLY, INC.					232
V4-00320	1	SUPPLIES	1,391.61	502-4-45000-6007	Expenditure		13 1
				REPAIR & MAINT. SUPPLIES			
V4-00320	2	SUPPLIES	181.46	502-4-45000-6007	Expenditure		14 1
				REPAIR & MAINT. SUPPLIES			
			<u>1,573.07</u>				
5862	01/05/24	CREAT010 CREATIVE PRODUCT SOURCE, INC					232
V4-00318	1	SHEILD SHAPED STICKERS	359.95	100-4-31100-6030	Expenditure		11 1
				CRIME PREVENTION			
5863	01/05/24	DEALL005 DEAL & LACHENEY P.C.					232
V4-00325	1	DECEMBER SERVICES	2,140.00	100-4-12210-3150	Expenditure		24 1
				TOWN ATTORNEY			
5864	01/05/24	DISCO005 DISCOUNT PORTABLE RESTROOMS					232
V4-00322	1	PUMP STATION PUMPING	900.00	502-4-45000-6007	Expenditure		18 1
				REPAIR & MAINT. SUPPLIES			
5865	01/05/24	HILLH005 HILL HARDWARE CORPORATION					232
V4-00324	1	DECEMBER STATEMENT	33.99	100-4-43200-5410	Expenditure		20 1
				LEASE OF EQUIPMENT			
V4-00324	2	DECEMBER STATEMENT	95.81	100-4-43200-6007	Expenditure		21 1
				REPAIR & MAINT. SUPPLIES			
V4-00324	3	DECEMBER STATEMENT	26.26	100-4-43200-6009	Expenditure		22 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
V4-00324	4	DECEMBER STATEMENT	37.95	100-4-43200-6009	Expenditure		23 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
			<u>194.01</u>				
5866	01/05/24	LITTL005 LITTLETON AND ASSOCIATES, INC.					232
V4-00319	1	PAYMENT #10	22,895.00	502-4-94000-8002	Expenditure		12 1
				WWTP CENTRIFUGE			
5867	01/05/24	LOWES005 LOWE'S BUINESS ACCOUNT					232
V4-00323	1	GLOVES/SUPPLIES CT	195.46	100-4-43200-6007	Expenditure		19 1
				REPAIR & MAINT. SUPPLIES			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL			Continued					
5868	01/05/24	MANSF005 MANSFIELD OIL COMPANY					232	
V4-00321	1	FUEL 12/16-12/31/2023	191.28	100-4-43200-6008	Expenditure		15	1
				FUEL				
V4-00321	2	FUEL 12/16-12/31/2023	593.31	100-4-31100-6008	Expenditure		16	1
				FUEL				
V4-00321	3	FUEL 12/16-12/31/2023	99.15	502-4-44000-6008	Expenditure		17	1
				FUEL/OIL				
			<u>883.74</u>					
5869	01/05/24	MINNE005 MINNESOTA LIFE					232	
24-00035	1	DECEMBER 2023 DED CHECKS	11.40	100-2-21550-0000	G/L		1	1
				OPT LIFE INS. W/HOLDING				
24-00035	2	DECEMBER 2023 DED CHECKS	52.80	501-2-21550-0000	G/L		2	1
				OPT LIFE INS. W/HOLDING				
			<u>64.20</u>					
5870	01/05/24	NATIO010 NATIONWIDE RETIREMENT SOLUTION					232	
24-00036	1	DECEMBER 2023 DED CHECKS	146.20	100-2-21400-0000	G/L		3	1
				RETIREMENT W/HOLDING				
24-00036	2	DECEMBER 2023 DED CHECKS	121.32	100-2-21900-0000	G/L		4	1
				DEFERRED COMP W/HOLDING				
24-00036	3	DECEMBER 2023 DED CHECKS	191.88	501-2-21400-0000	G/L		5	1
				RETIREMENT W/HOLDINGS				
24-00036	4	DECEMBER 2023 DED CHECKS	159.24	501-2-21900-0000	G/L		6	1
				DEFERRED COMP W/H				
24-00036	5	DECEMBER 2023 DED CHECKS	143.90	502-2-21400-0000	G/L		7	1
				RETIRMENT W/HOLDING				
24-00036	6	DECEMBER 2023 DED CHECKS	119.44	502-2-21900-0000	G/L		8	1
				DEFERRED COMP W/HOLDING				
			<u>881.98</u>					
5871	01/05/24	OMNIS005 OMNI SITE					232	
V4-00329	1	60 W PUMP STATION ALARM	290.00	502-4-44000-5230	Expenditure		30	1
				TELECOMMUNICATIONS				
5872	01/05/24	PACEA005 PACE ANALYTICAL SERVICES, INC.					232	
V4-00328	1	LAB TESTING	169.30	502-4-44000-3140	Expenditure		27	1
				TESTING SERVICES				
V4-00328	2	LAB TESTING	19.70	501-4-44000-3140	Expenditure		28	1
				TESTING SERVICES				
V4-00328	3	LAB TESTING	169.30	502-4-44000-3140	Expenditure		29	1
				TESTING SERVICES				
			<u>358.30</u>					
5873	01/05/24	TMOBI005 T-MOBILE					232	
V4-00317	1	11/15-12/15/2023	379.14	100-4-31100-5230	Expenditure		10	1
				TELECOMMUNICATIONS				
5874	01/05/24	UNIVA005 UNIVAR					232	
V4-00331	1	WATER CHEMICALS	7,208.29	501-4-44000-6051	Expenditure		33	1
				CHEMICALS				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL			Continued					
5875	01/05/24	USABL005 USA BLUE BOOK					232	
V4-00330	1	LAB TESTING	172.02	502-4-44000-6004	Expenditure		31	1
				LAB SUPPLIES				
V4-00330	2	LAB TESTING	661.69	501-4-44000-6004	Expenditure		32	1
				LAB SUPPLIES				
			833.71					
5876	01/05/24	VAASS005 VA ASSOC OF WASTEWATER AGENCIE					232	
V4-00332	1	QUARTERLY MEMBERSHIP FEES	38.01	502-4-44000-5810	Expenditure		34	1
				DUES & MEMBERSHIPS				
5877	01/05/24	VUPS0005 VA UTILITY PROTECTION SERVICE					232	
V4-00316	1	DECEDMBER TRANSMISSIONS	39.60	501-4-45000-5130	Expenditure		9	1
				MISS UTILITY				
5878	01/11/24	APPAL005 APPALACHIAN POWER					233	
V4-00339	1	STREET LIGHTS TO 12/31/2023	2,665.44	100-4-41320-5100	Expenditure		11	1
				STREETLIGHTS				
5879	01/11/24	DEPAR005 DEPARTMENT OF MOTOR VEHICLES					233	
V4-00338	1	DECEMBER 2023 DMV STOP REMOVAL	100.00	100-4-12420-3009	Expenditure		10	1
				DMV STOPS				
5880	01/11/24	PACEA005 PACE ANALYTICAL SERVICES, INC.					233	
V4-00335	1	LAB TESTING	169.30	502-4-44000-3140	Expenditure		4	1
				TESTING SERVICES				
V4-00335	2	LAB TESTING	169.30	502-4-44000-3140	Expenditure		5	1
				TESTING SERVICES				
V4-00335	3	LAB TESTING	184.60	502-4-44000-3140	Expenditure		6	1
				TESTING SERVICES				
V4-00341	1	LAB TESTING	169.30	502-4-44000-3140	Expenditure		15	1
				TESTING SERVICES				
			692.50					
5881	01/11/24	POSTM005 POSTMASTER, AMHERST					233	
V4-00336	1	RENEW MAILING PERMIT	310.00	100-4-12110-5210	Expenditure		7	1
				POSTAGE				
5882	01/11/24	SUPPL005 THE SUPPLY ROOM					233	
V4-00342	1	TRASHBAGS/PAPERTOWELS/CLEANER	32.58	100-4-43200-6005	Expenditure		16	1
				JANITORIAL SUPPLIES				
V4-00342	2	TRASHBAGS/PAPERTOWELS/CLEANER	90.99	100-4-43200-6005	Expenditure		17	1
				JANITORIAL SUPPLIES				
			123.57					
5883	01/11/24	VERIZ005 VERIZON					233	
V4-00337	1	11/25-12/24/2023	69.73	100-4-43200-5230	Expenditure		8	1
				TELECOMMUNICATION				
V4-00337	2	12/25-01/24/2024	39.99	100-4-43200-5230	Expenditure		9	1
				TELECOMMUNICATION				
			109.72					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
GENERAL			Continued				
5884	01/11/24	VUPS0005 VA UTILITY PROTECTION SERVICE					233
V4-00334	1	JUNE, JULY, AND OCTOBER	51.70	501-4-45000-5130	Expenditure		1 1
				MISS UTILITY			
V4-00334	2	JUNE, JULY, AND OCTOBER	31.50	501-4-45000-5130	Expenditure		2 1
				MISS UTILITY			
V4-00334	3	JUNE, JULY, AND OCTOBER	29.70	501-4-45000-5130	Expenditure		3 1
				MISS UTILITY			
			<u>112.90</u>				
5885	01/11/24	WWASS005 WW ASSOCIATES					233
V4-00340	1	CENTRIFUGE AND RETAINER	2,250.00	502-4-94000-8002	Expenditure		12 1
				WWTP CENTRIFUGE			
V4-00340	2	CENTRIFUGE AND RETAINER	250.00	501-4-44000-3150	Expenditure		13 1
				PROFESSIONAL SVCS			
V4-00340	3	CENTRIFUGE AND RETAINER	250.00	502-4-44000-3150	Expenditure		14 1
				PROFESSIONAL SVCS			
			<u>2,750.00</u>				
5886	01/19/24	CAMPB005 CAMPBELL'S REPAIR					234
V4-00344	1	ECHO SAW	649.99	100-4-43200-6009	Expenditure		2 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
5887	01/19/24	LEADS005 LEADS ONLINE					234
V4-00346	1	LEADS SYSTEM	2,013.00	100-4-31100-6010	Expenditure		4 1
				POLICE SUPPLIES			
5888	01/19/24	SHERW005 SHERWOOD-LOGAN & ASSOCIATES					234
V4-00349	1	CHEMICAL HOSE	578.31	501-4-44000-6007	Expenditure		8 1
				REPAIR & MAINT. SUPPLIES			
5889	01/19/24	TIGER005 TIGER FUEL CO.					234
V4-00345	1	PROPANE	571.01	100-4-43200-5110	Expenditure		3 1
				HEATING SERVICES			
5890	01/19/24	TMOBI005 T-MOBILE					234
V4-00343	1	JANUARY STATEMENT	379.14	100-4-31100-5230	Expenditure		1 1
				TELECOMMUNICATIONS			
5891	01/19/24	USABL005 USA BLUE BOOK					234
V4-00348	1	SECURITY BLUE LOCKS	229.41	501-4-44000-6007	Expenditure		6 1
				REPAIR & MAINT. SUPPLIES			
V4-00348	2	SECURITY BLUE LOCKS	229.41	502-4-44000-6007	Expenditure		7 1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.			
			<u>458.82</u>				
5892	01/19/24	VERIZ005 VERIZON					234
V4-00347	1	12/02-01/01/2024	200.11	502-4-44000-5230	Expenditure		5 1
				TELECOMMUNICATIONS			
5894	01/26/24	APPAL005 APPALACHIAN POWER					235
V4-00353	1	ELECTRIC TO 01/16/2023	1,323.00	100-4-43200-5100	Expenditure		7 1
				ELECTRIC			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
GENERAL			Continued				
5894		APPALACHIAN POWER	Continued				
V4-00353	2	ELECTRIC TO 01/16/2023	6,832.98	501-4-44000-5100	Expenditure		8 1
				ELECTRICAL SVCS			
V4-00353	3	ELECTRIC TO 01/16/2023	5,144.97	502-4-44000-5100	Expenditure		9 1
				ELECTRICAL SVCS-RUT CRK			
V4-00353	4	ELECTRIC TO 01/16/2023	208.64	502-4-44000-5130	Expenditure		10 1
				ELECTRICAL SVCS-PUMP STATION			
V4-00353	5	ELECTRIC TO 01/16/2023	265.82	100-4-41320-5100	Expenditure		11 1
				STREETLIGHTS			
V4-00353	6	ELECTRIC TO 01/16/2023	32.67	701-4-81500-5100	Expenditure		12 1
				ELECTRICAL SERV.			
			13,808.08				
5895	01/26/24	BBTBA005 TRUIST BANK					235
V4-00357	1	CT VITOS	76.78	100-4-43200-6007	Expenditure		15 1
				REPAIR & MAINT. SUPPLIES			
V4-00357	2	CT WALMART	239.18	100-4-43200-6012	Expenditure		16 1
				CHRISTMAS DECORATIONS			
V4-00357	3	CT DMV	5.00	100-4-43200-6009	Expenditure		17 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
V4-00357	4	CHRISTMAS DINNER RW	231.05	100-4-12110-5000	Expenditure		18 1
				CONTINGENCY REQUIREMENT			
V4-00357	5	CHRISTMAS GIFTS RW	1,274.10	100-4-31100-5700	Expenditure		19 1
				EVENTS			
V4-00357	6	SPARTAN RW	22.99	100-4-31100-6032	Expenditure		20 1
				INVESTIGATION EXPENSE			
V4-00357	7	OFFICE SUPPLIES RW	61.39	100-4-31100-6001	Expenditure		21 1
				OFFICE SUPPLIES			
V4-00357	8	CHRISTMAS PARADE SUPPLIES TM	75.86	100-4-12110-5000	Expenditure		22 1
				CONTINGENCY REQUIREMENT			
V4-00357	9	PD AMAZON TM	202.96	100-4-31100-6001	Expenditure		23 1
				OFFICE SUPPLIES			
V4-00357	10	FOODLION GSW	27.12	502-4-44000-6004	Expenditure		24 1
				LAB SUPPLIES			
V4-00357	11	FOODLION GSW	33.99	502-4-44000-6007	Expenditure		25 1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.			
V4-00357	12	LOWES GS	74.49	501-4-44000-8005	Expenditure		26 1
				EQUIPMENT			
V4-00357	13	LOWES GS	74.49	502-4-44000-8005	Expenditure		27 1
				VEHICLES			
V4-00357	14	FAMIL DOLLAR RS	20.00	100-4-31100-6010	Expenditure		28 1
				POLICE SUPPLIES			
V4-00357	15	AXON RS	590.42	100-4-31100-6010	Expenditure		29 1
				POLICE SUPPLIES			
V4-00357	16	USPS SM	9.65	100-4-12110-5210	Expenditure		30 1
				POSTAGE			
V4-00357	17	UVA SM	400.00	100-4-12110-5501	Expenditure		31 1
				TRAVEL-MILAGE/HOTEL/CONFERENCE			
V4-00357	18	OPEN PHONE AND WASABI SM	28.11	100-4-12510-3150	Expenditure		32 1
				I.T. SERVICES			
V4-00357	19	ADOBE SM	12.99	100-4-12510-6002	Expenditure		33 1
				I.T. SUPPLIES			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
GENERAL							
Continued							
5895	01/26/24	TRUIST BANK					
V4-00357	20	ZOOM VH	42.00	100-4-12510-3150	Expenditure		34 1
				I.T. SERVICES			
			3,502.57				
5896	01/26/24	CAMPB005 CAMPBELL'S REPAIR					235
V4-00355	1	SPARK PKUGS	719.13	100-4-43200-6009	Expenditure		13 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
5897	01/26/24	HIGHP005 HIGH PEAK SPORTSWEAR, INC.					235
V4-00356	1	SWEATERS FROM MISSING CHRIST	174.80	100-4-12110-5000	Expenditure		14 1
				CONTINGENCY REQUIREMENT			
5898	01/26/24	ONSOL005 ONSOLVE, LLC					235
V4-00351	1	CODE RED RENEWAL	2,700.00	100-4-31100-3400	Expenditure		4 1
				CODE RED			
5899	01/26/24	PACEA005 PACE ANALYTICAL SERVICES, INC.					235
V4-00350	1	LAB TESTING	184.60	502-4-44000-3140	Expenditure		1 1
				TESTING SERVICES			
V4-00350	2	LAB TESTING	184.60	502-4-44000-3140	Expenditure		2 1
				TESTING SERVICES			
V4-00350	3	LAB TESTING	184.60	502-4-44000-3140	Expenditure		3 1
				TESTING SERVICES			
			553.80				
5900	01/26/24	WRIGH005 WRIGHT BROS. BODY SHOP					235
V4-00352	1	2014 EXPLORER TRANS REPAIR	776.86	501-4-44000-6009	Expenditure		5 1
				VEHICLE & EQUIP SUPPLIES			
V4-00352	2	2014 EXPLORER TRANS REPAIR	776.86	502-4-44000-6009	Expenditure		6 1
				VEHICLE & EQUIP SUPPLIES			
			1,553.72				
5901	01/30/24	POSTM005 POSTMASTER, AMHERST					236
V4-00358	1	JANUARY UTILITY BILL MAILING	318.29	501-4-12420-5210	Expenditure		1 1
				POSTAGE			
V4-00358	2	JANUARY UTILITY BILL MAILING	318.29	502-4-12420-5210	Expenditure		2 1
				POSTAGE			
			636.58				
Checking Account Totals							
		Paid	Void	Amount Paid	Amount	Void	
	Checks:	43	0	77,043.20		0.00	
	Direct Deposit:	0	0	0.00		0.00	
	Total:	43	0	77,043.20		0.00	
Report Totals							
		Paid	Void	Amount Paid	Amount	Void	
	Checks:	43	0	77,043.20		0.00	
	Direct Deposit:	0	0	0.00		0.00	
	Total:	43	0	77,043.20		0.00	

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	4-100	21,895.80	0.00	278.92	22,174.72
WATER FUND	4-501	17,102.52	0.00	403.92	17,506.44
SEWER FUND	4-502	37,066.03	0.00	263.34	37,329.37
IDA FUND	4-701	32.67	0.00	0.00	32.67
Total of All Funds:		76,097.02	0.00	946.18	77,043.20

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	100	21,895.80	0.00	278.92	22,174.72
WATER FUND	501	17,102.52	0.00	403.92	17,506.44
SEWER FUND	502	37,066.03	0.00	263.34	37,329.37
IDA FUND	701	32.67	0.00	0.00	32.67
Total of All Funds:		<u>76,097.02</u>	<u>0.00</u>	<u>946.18</u>	<u>77,043.20</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	4-100	21,895.80	0.00	0.00	0.00	21,895.80
WATER FUND	4-501	17,102.52	0.00	0.00	0.00	17,102.52
SEWER FUND	4-502	37,066.03	0.00	0.00	0.00	37,066.03
IDA FUND	4-701	32.67	0.00	0.00	0.00	32.67
Total of All Funds:		<u>76,097.02</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>76,097.02</u>

	A	B	C	D
1	NAME	AMOUNT	DESCRIPTION	ADDITIONAL NOTES
2	VICKI HUNT			
3	ZOOM	\$42.00	12/01-01/02/2024	
4	SARA MCGUFFIN			
5	WASBAI	\$16.61	MONTHLY SERVICE FEE	
6	ADOBE	\$12.99	MONTHLY SERVICE FEE	
7	OPEN PHONE	\$11.50	PIPE LINE TEXT	
8	USPS	\$9.65	MAILING	
9	UVA COOPER	\$400.00	VLGMA WINTER CONFERENCE	
10	TRACIE MORGAN			
11	AMAZON	\$202.96	THUMB DRIVE AND HARD DRIVE	
12	DOLLAR GENERAL	\$8.42	CHRISTMAS ORNAMENT	
13	FOODLION	\$4.03	WATER	
14	SUBWAY	\$63.41	COOKIES FOR COOKIES W/ SANTA	
15	ROBERT SHIFLETT			
16	FAMILY DOLLAR	\$20.00	CANDY CANES	
17	AXON	\$590.42	21 FT STANDARD CARTRIDGE X/26/X26P NS	
18	GARY SMITH JR			
19	LOWES	\$148.98	ORGANIZER AND LIGHT	
20	CHARLES THOMPSON			
21	VITOS	\$76.78	VITOS FOR CHRISTMAS PARADE	
22	WALMART	\$239.18	SUPPLIES	
23	DMV	\$5.00	REGISTRATION FEE	
24	GARY WILLIAMS			
25	FOODLION	\$27.12	WATER	
26	LOWES	\$33.99	FLOAT SWITCH	
27	RYAN WATTS			
28	FOODLION	\$29.60	CHRISTMAS PARADE MEAL	
29	SPARTAN	\$22.99	MONTHLY SERVICE FEE	
30	VITOS	\$201.45	CHRISTMAS PARADE MEAL	
31	WALMART	\$1,274.10	CHRISTMAS TOYS	
32	CVS	\$61.39	BATTERIES	

Town Manager Report to Council

Status of Strategic Planning Initiatives

Goals and Strategies

Goal #	Goals	Strategy #	Workshop Council Proposed Strategies - 2-year time frame
1	Develop Recreational Facilities and Entertainment Venues		
		1.a	Define the purpose and events in Downtown, Evaluate Town Square Concept (sites, purpose, etc.), including investigation of purchase of land (10 acres on North Main-Presbyterian Church), car wash property, all options, addresses Parks and 2022 Vision Survey, Town Clock
		1.b	Community Relations Committee expand /create a broad group of people; main street businesses, all others
		1.c	Signage/Promotion/for Scotts Mill Park (passive park)
Actions Taken: <ul style="list-style-type: none">• Staff proposed funding in the budget for land purchase.• Staff proposed additional funding for the First Responders event next year and secured donations for this year to have the biggest event thus far.• Signs have been installed at the park, and the name sign is ready for unveiling.• Bike racks have been purchased and installed at Town Hall and at the mini park.• Staff has begun research on Town clock options and exploring best option for location.• Planning Commission has held a public hearing and recommended approval of a Comprehensive Plan amendment to allow a conservation easement for the 22 acre park parcel.• The Planning Commission made a determination of substantial accord for the park property and has forwarded that to the Council for consideration.• The County has accepted the conservation easement and land donation for the Ambler property.• Staff is awaiting further direction from Council.			
2	Promote Business and Economic Development		
		2.a	Update from EDA to promote industry at the Industrial Park
		2.b	Explore creation of one pad ready site and have ready by end of two years
		2.c	Evaluate business license tax/revenue
		2.d	Joint Goals and Strategies Meeting with EDA members (guidance on path forward for Economic Development in Town)
Actions Taken: <ul style="list-style-type: none">• Staff has met with the new engineers to follow up on the grading plans. Staff has worked with the engineers to respond to DEQ comments. Staff has provided additional information related to existing stormwater facilities at Brockman. The revised plans will have phasing in place to allow the plans to be approved by DEQ. Staff has received comments on the second submission and will work with the engineering firm to have a resubmittal to DEQ.			

<ul style="list-style-type: none">• Staff has been seeking additional information from other localities about business licenses and also reviewing the revenue stream for business licenses to give Council more information about this issue.• The Town EDA met with the County EDA.• Staff is working with a site selector for the location of a distribution center to be located at Brockman Park.			
3	Revitalize Downtown Area		
		4.a	Investigate other towns on beautification and revitalization projects
		4.b	Investigate grants for underground lighting, new brick, trees, street lamps, greenery
		4.c	Coordinate with VDOT on sidewalk widening
		4.d	Evaluate tax incentives for beautification efforts
		4.e	See 2.d
		4.d	Explore parking space elimination to extend more public space
Action Taken: <ul style="list-style-type: none">• Staff has held an initial meeting with our VDOT Residency Engineer to discuss issues around having parking spaces eliminated and adding sidewalk space, as well as street trees.• Staff met with a consultant who has worked on several VDOT/municipality projects for streetscape improvements.• The PDC has added additional work on the walkability study to their 2024 work program.			
4	Continuously Improve and Enhance Services		
		5.a	Support continuing education for employees
		5.b	Facility improvements identified in the CIP



JANUARY 2024 MONTHLY REPORT

234 CALLS FOR SERVICE

3,206 MILES PATROLLED

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	18
ALARM	10
PHONE COMPLAINT	88
BOLO	15
MISSING PERSON	
SHOPLIFTING	1
PROBLEM WITH OTHERS	8
DOMESTIC	1
CHECK WELFARE	7
NOISE OR DOG COMPLAINT	
TRAFFIC CRASH	7
EMS CALLS	2
SUDDEN DEATH	1
SUSPICIOUS PERSON	3
OTHER	17
CALLS AT AMBRIAR	5

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

OTHER	NUMBER
ASSIST OTHER OFFICER	13
ASSIST OTHER AGENCY	12
COURT	3
REPORTS	17
SCHOOL / TRAINING	13
MEETINGS	11
TOWED / IMPOUNDED VEH	

OFFICER INITIATED	NUMBER
BUILDING CHECKS	78
BUSINESS VISIT	84
BUILDING SEARCH	5
TRAFFIC SUMMONS	6
DRUNK IN PUBLIC	
EXTRA PATROLS/PARKS	156
WARRANT SERVICE	10
PROPERTY WALK AROUNDS	28
WARRANTS OBTAINED	6
PARKING TICKETS	
MISD. INVESTIGATION	7
FELONY INVESTIGATION	3
NARCOTICS INV.	
SEARCH WARRANT	1
PUBLIC RELATIONS	5
CITIZEN CONTACT	191

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

ARREST	NUMBER
MISDEMEANOR	6
FELONY	1
EPO/PPO	6
ECO	1-1.5h
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 **JANUARY ACTIVITIES:**

01/03/2024- Chief Shiflett and Capt. Watts attended CIP.

01/09/2024- Chief Shiflett met with Sheriff Ayers and Major Begley concerning background for potential hire.

01/09/2024- Officer Rose had a K9 Usage for Narcotics for the County.

01/09/2024- Officer Rose and K9 Skye attended K9 Training.

01/10/2024- Chief Shiflett and Capt. Watts attended T-mobile meeting.

01/10/2024- Officer Rose and K9 Skye attended K9 Training.

01/10/2024- Officer Robinson taught at the Academy.

01/10/2024- Chief Shiflett and Capt. Watts attended the Council Meeting.

01/11/2024- Officer Rose taught CIT.

01/12/2024- Chief Shiflett and Capt. Watts attended After Council Meeting.

01/16/2024- Officer Rose had a K9 Usage Article Search for the Town.

01/24/2024- Capt. Watts performed directed radar operation on Sunset Drive in the area of 192. No Violations observed.

01/24/2024- Chief Shiflett attended Special Council Meeting.

01/25/2024- Chief Shiflett and Capt. Watts attended RASAC Meeting.

01/27/2024- Officer Rose had a K9 Usage for Narcotics for the County.



01/27/2024- Officer Rose assisted with a narcotics search at the High School with Skye.

01/29/2024- Capt. Watts performed directed radar operation on Sunset Drive in the area of 192. No Violations observed.

01/31/2024- Chief Shiflett met with Greg Harler and Mrs. McGuffin in Reference to Interim Chief position.

Chief Shiflett completed 29 hours of Inservice Training.

AFTER HOURS CALLS

1/5/24	Suspicious Person	Pine St.	Unable to Locate
1/8/24	Noise Complaint	Dulwich Dr.	No Violation
1/10/24	Narcotics Found	Richmond Hwy	Capt. Watts handled
1/17/24	Motorist Assist	N. Main	Unlocked
1/18/24	Alarm	S. Main St.	Building Secure
1/24/24	Problems with Others	Walnut St	Advice

ASSIST COUNTY CALLS

01/10/2024- Capt. Watts and Inv. Floyd assisted the County with a serious accident with an number of injuries at 29 N. Business and Sweetbriar.

01/30/2024- Capt. Watts and Inv. Floyd assisted the County with a Narcotics Operation.

CLERK OF COUNCIL REPORT

JANUARY 2024

COMMITTEE MEETINGS

Planning Commission

Regular Meeting 1/3/24: 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 1/10/24: 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: 1/24/24: Receive and review agenda materials; draft minutes for approval; post to Town website

Quorums: Confirm meetings and cancellations with board members.

TOWN WEBSITE DESIGN AND CONTENT MANAGEMENT

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

TOWN FACEBOOK ADMINISTRATOR

- Create content and/or design for posting on Facebook with links to Town Website, including town meetings, Christmas parade and post-parade event information, autopay step-by-step instructions, trash and recycle changes, and town hall closing dates
- Share links to community news and events; Monitor feedback.

FREEDOM OF INFORMATION ACT

One (1) request:

- Receive, review, and respond to requestor

OTHER:

- Convert and post audio recording of meeting to website
- Prepare/draft miscellaneous legal ads; post ads to newspaper portal; prepare/post public hearing notices
- Prepare Code of Ethics for signatures
- Complete draft of Planning Commission new member pamphlet for review by Town Manager
- Draft Economic Development Authority new member pamphlet for review by Town Manager
- Place additional order for apparel from High Peak
- Place order for business cards for Councilor Watts
- Prepare resolution for Doug Thompson
- Prepare press release re Police Chief retirement
- Prepare closed session resolution
- Emails and Telephone conferences with Chris Stinnett (Point Source) re TV connection
- Emails and Telephone conferences with Chris Stinnett (Point Source) and Todd Embrey (Benchmark) re troubleshoot error messages and video problems
- Miscellaneous phone calls, correspondence; miscellaneous research.
- Prepare miscellaneous purchase orders.

Town of Amherst Committees as of January 31, 2024

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

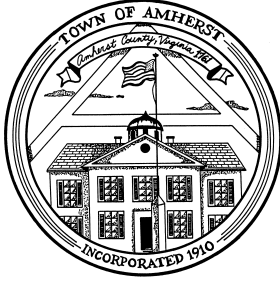
CENTRAL VIRGINIA TRANSPORTATION COUNCIL (MPO)

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.



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: February 8, 2024
Re: January 2024 Monthly Report

Utilities:

- January 2024 utility billing total was \$182,826.70.
- There were four disconnects for January 2024.
- Thirteen 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. Patty has also personally sat down with a customer to walk them through how to set this up. She is happy to help anyone else that would want to come into the office.

Accounts Payable:

- The total amount of checks cut for January bills, including payroll deductions was \$77,043.20.
- Please see attached report for full check listing.

Meals and Beverage Tax:

- 17 Businesses paid \$61,837.47 in Meals and Beverage Tax for the month of December 2023.

Revenue and Expense Report:

- The attached report shows revenue and expense totals through January 2024.

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 have been sent out and collection efforts will begin in March 2024.

End of Year:

- All quarterly, end of year, W2 and 1099 information has been submitted to the appropriate agencies.

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

Business License Tax:

- It is time to start thinking about Business License Tax. We already have some businesses turning in their renewal application. Formal reminders will go in the mail in late February with a due date of May 1, 2024.

Revenue Account Range: First to zzz-z-zzzzz-zzzz

Expend Account Range: First to zzz-z-zzzzz-zzzz

Print Zero YTD Activity: No

Include Non-Anticipated: Yes

Current Period: 01/01/24 to 01/31/24

Prior Year: 01/01/23 to 01/31/23

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	0.00	375.00	375.00	0
100-3-11060-0002	INTEREST ON DEL TAXES	27.67	0.00	0.00	159.21	159.21	0
100-3-12010-0001	LOCAL SALES & USE TAX	12,761.87	146,400.00	14,619.18	103,173.55	43,226.45 -	70
100-3-12020-0001	CONSUMER UTILITY TAX-GAS, ELEC	2,200.31	25,000.00	2,227.17	15,020.56	9,979.44 -	60
100-3-12020-0002	ELECTRIC CONSUMPTION TAX	1,545.31	18,000.00	1,593.59	8,608.63	9,391.37 -	48
12020 Total		3,745.62	43,000.00	3,820.76	23,629.19	19,370.81 -	54
100-3-12030-0006	BUSINESS LICENSE TAX	2,708.35	130,000.00	731.40	28,768.84	101,231.16 -	22
100-3-12030-0007	BUSINESS LIC TAX-INTEREST & PEN	376.35	1,300.00	0.00	3,393.65	2,093.65	261
12030 Total		3,084.70	131,300.00	731.40	32,162.49	99,137.51 -	24
100-3-12050-0001	MOTOR VEHICLE LICENSES	285.00 -	40,000.00	0.00	42,775.00	2,775.00	107
100-3-12050-0002	MOTOR VEHICLE LICENSES PENALTIES/INTE	91.82	300.00	0.00	190.78	109.22 -	64
12050 Total		193.18 -	40,300.00	0.00	42,965.78	2,665.78	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	6,000.00	21,000.00	9,000.00 -	70
100-3-12100-0001	LODGING TAX	1,437.01	12,000.00	675.15	11,753.23	246.77 -	98
100-3-12110-0001	MEALS TAX	61,201.59	700,000.00	61,334.21	451,826.51	248,173.49 -	65

Town of Amherst
Statement of Revenue and Expenditures

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<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
100-3-12110-0002	MEALS TAX-PEN & INTEREST	287.91	600.00	66.57	290.04	309.96 -	48
	12110 Total	61,489.50	700,600.00	61,400.78	452,116.55	248,483.45 -	64
100-3-13030-0007	ZONING PERMITS	0.00	0.00	0.00	200.00	200.00	0
100-3-14010-0001	FINES & FORFEITURES	558.09	6,000.00	1,849.65	8,158.72	2,158.72	136
100-3-15010-0001	INTEREST ON BANK DEPOSITS	8,808.79	5,000.00	0.00	45,465.46	40,465.46	909
100-3-15010-0002	INTEREST ON INVESTMENTS	6,391.52	20,000.00	0.00	65,406.36	45,406.36	327
100-3-15010-0003	VIP UNREALIZED GAIN/LOSS	12,339.07	0.00	0.00	41,244.89	41,244.89	0
	15010 Total	27,539.38	25,000.00	0.00	152,116.71	127,116.71	608
100-3-15020-0005	TOWER LEASE	1,809.86	10,859.16	1,809.86	6,334.51	4,524.65 -	58
100-3-16030-0001	POLICE SECURITY	3,014.48	20,000.00	0.00	2,525.10	17,474.90 -	13
100-3-18030-0001	REFUNDS	1,174.00	500.00	1,211.00	6,295.99	5,795.99	***
100-3-18030-0005	RETURNED CHECK FEE	0.00	0.00	0.00	550.00	550.00	0
100-3-18030-0006	ACCIDENT REPORTS	10.00	250.00	0.00	125.00	125.00 -	50
100-3-18030-0007	MISC REV	1.00	0.00	0.00	53.00	53.00	0
100-3-18030-0008	COLLECTION FEE	0.00	2,000.00	262.81	1,127.29	872.71 -	56
	18030 Total	1,185.00	2,750.00	1,473.81	8,151.28	5,401.28	296
100-3-18990-0003	DONATIONS-POLICE	0.00	0.00	0.00	385.00	385.00	0
100-3-18990-0005	SALE OF SALVAGE/SURPLUS PROPERTY	0.00	0.00	1,127.88	1,127.88	1,127.88	0
	18990 Total	0.00	0.00	1,127.88	1,512.88	1,512.88	0
100-3-19020-0005	DMV STOP FEES	137.01	1,200.00	60.32	1,434.34	234.34	120

Town of Amherst
Statement of Revenue and Expenditures

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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>
100-3-22010-0007	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	206.82	3,000.00	0.00	1,121.03	1,878.97 -	37
100-3-22010-0030	COMMUNICATION TAX FROM STATE	5,998.30	70,800.00	5,591.31	39,209.46	31,590.54 -	55
	22010 Total	6,205.12	93,655.92	5,591.31	60,414.03	33,241.89 -	64
100-3-24010-0001	DCJS GRANTS	0.00	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	17,003.00	47,661.00 -	26
	24010 Total	0.00	156,664.00	0.00	17,003.00	139,661.00 -	10
100-3-24020-0001	FIRE PROGRAM GRANT	0.00	15,000.00	0.00	15,000.00	0.00	100
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	0.00	71,819.10	71,819.10	0
100-3-41020-0001	SALE OF LAND/VEHICLES/BUILDINGS	0.00	0.00	0.00	600.00	600.00	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	122,802.13	1,690,856.29	99,160.10	1,049,620.46	641,235.83 -	62

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>
100-4-11010-0000	TOWN COUNCIL	0.00	0.00	0.00	0.00	0.00	0
100-4-11010-1100	WAGES	950.01	11,400.00	950.00	6,650.00	4,750.00	58
100-4-11010-2100	FICA	72.70	872.10	72.70	508.90	363.20	58
100-4-11010-5501	TRAVEL-MILAGE/HOTELS/CONFERENCE	337.04	5,000.00	0.00	2,549.18	2,450.82	51
	11010 TOWN COUNCIL	1,359.75	17,272.10	1,022.70	9,708.08	7,564.02	56

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	3,366.98	54,705.81	3,158.84	29,134.83	25,570.98	53
100-4-12110-1300	PT WAGES	2,964.86	41,241.26	3,172.74	23,691.61	17,549.65	57
100-4-12110-2100	FICA	492.68	7,339.95	493.92	4,666.72	2,673.23	64
100-4-12110-2200	VRS	892.75	4,950.72	669.79	5,943.44	992.72 -	120
100-4-12110-2300	HEALTH INSURANCE	592.57	8,602.44	447.32	4,502.44	4,100.00	52
100-4-12110-2400	GROUP LIFE INSURANCE	52.57	733.06	46.18	404.26	328.80	55
100-4-12110-2500	STD/LONG-TERM DISABILITY	31.73	288.85	0.00	144.48	144.37	50
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	1,564.52	0.00	0.00	447.56	447.56 -	0
100-4-12110-3600	ADVERTISING	272.12	2,000.00	0.00	494.21	1,505.79	25
100-4-12110-5000	CONTINGENCY REQUIREMENT	660.44	50,726.00	941.71	4,712.30	46,013.70	9
100-4-12110-5210	POSTAGE	275.00	250.00	44.65	398.97	148.97 -	160
100-4-12110-5230	TELECOMMUNICATIONS	45.00	540.00	45.00	315.00	225.00	58
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	375.00	3,000.00	400.00	3,615.45	615.45 -	121
100-4-12110-5810	DUES & MEMBERSHIPS	0.00	2,500.00	0.00	620.83	1,879.17	25
	12110 TOWN MANAGER	11,586.22	179,254.12	9,420.15	79,092.10	100,162.02	44

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	2,140.00	14,840.00	11,910.00	55

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>
100-4-12240-3150	INDEPENDENT AUDITOR	0.00	20,000.00	0.00	0.00	20,000.00	0

Town of Amherst
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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>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	7,873.32	49,879.28	3,990.38	29,691.14	20,188.14	60
100-4-12420-1300	PT WAGES	398.95	5,083.25	330.18	2,545.91	2,537.34	50
100-4-12420-2100	FICA	663.37	4,204.63	360.97	2,678.71	1,525.92	64
100-4-12420-2200	VRS	692.19	8,444.56	842.60	5,981.63	2,462.93	71
100-4-12420-2300	HEALTH INSURANCE	1,220.53	8,155.56	1,399.73	10,296.53	2,140.97 -	126
100-4-12420-2400	GROUP LIFE INSURANCE	52.44	668.38	66.70	465.73	202.65	70
100-4-12420-2500	HYBRID DISABILITY	4.02	0.00	0.00	26.40	26.40 -	0
100-4-12420-2600	UNEMPLOYMENT INSURANCE	9.74	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	25.00	2,000.00	100.00	1,525.00	475.00	76
100-4-12420-3150	PROFESSIONAL SVCS	496.00	3,800.00	0.00	22.86	3,777.14	1
100-4-12420-3160	BANKING SERVICE CHARGES	66.80	800.00	0.00	1,258.19	458.19 -	157
100-4-12420-3170	VIP MANAGEMENT FEE	245.51	3,500.00	0.00	243.19	3,256.81	7
100-4-12420-3320	SERVICE CONTRACTS	0.00	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	0.00	864.99	864.99 -	0
100-4-12420-5210	POSTAGE	0.00	3,000.00	0.00	1,345.59	1,654.41	45
100-4-12420-5230	TELECOMMUNICATIONS	45.00	1,080.00	90.00	870.41	209.59	81
100-4-12420-5400	TUITION REIMBURSEMENT	235.00	8,000.00	0.00	5,506.00	2,494.00	69
100-4-12420-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	3,000.00	0.00	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	1,014.39	4,000.00	1,328.40	2,942.68	1,057.32	74
12420 FINANCE DEPARTMENT		13,042.26	110,511.30	8,508.96	71,870.59	38,640.71	65

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	206.70	9,000.00	70.11	353.39	8,646.61	4
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	1,689.25	8,000.00	0.00	4,639.75	3,360.25	58
100-4-12510-6002	I.T. SUPPLIES	12.99	5,000.00	12.99	12,761.11	7,761.11 -	255
100-4-12510-8001	I.T. EQUIPMENT	0.00	5,000.00	0.00	0.00	5,000.00	0
	12510 INFORMATION TECHNOLOGY	1,908.94	28,000.00	83.10	18,204.25	9,795.75	65

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
100-4-31100-0000	POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
100-4-31100-1100	WAGES	32,334.96	436,639.62	36,056.19	264,954.76	171,684.86	61
100-4-31100-1200	OVERTIME	0.00	8,453.09	0.00	5,205.99	3,247.10	62
100-4-31100-1300	PT WAGES	1,447.20	31,516.13	1,550.35	11,809.39	19,706.74	37
100-4-31100-1400	OTHER PAY/HOLIDAY	1,483.81	13,904.30	1,668.81	8,494.94	5,409.36	61
100-4-31100-1500	SECURITY WAGES	2,570.00	20,000.00	0.00	2,557.50	17,442.50	13
100-4-31100-2100	FICA	2,801.40	37,524.26	2,858.44	21,210.42	16,313.84	57
100-4-31100-2200	VRS	6,314.04	73,923.09	6,293.18	45,317.62	28,605.47	61
100-4-31100-2300	HEALTH INSURANCE	5,473.25	74,262.00	5,393.48	41,596.82	32,665.18	56
100-4-31100-2400	GROUP LIFE INSURANCE	482.21	5,850.97	491.97	3,387.32	2,463.65	58
100-4-31100-2500	STD/LONG-TERM DISABILITY	19.30	123.94	0.00	61.98	61.96	50
100-4-31100-2600	UNEMPLOYMENT INSURANCE	8.60	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	650.00	2,000.00	0.00	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	2,700.00	2,700.00	2,700.00	2,700.00	0.00	100
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	66.00	434.00	13
100-4-31100-5230	TELECOMMUNICATIONS	10.48	10,000.00	1,052.09	4,691.10	5,308.90	47
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	14.82	5,000.00	0.00	1,682.49	3,317.51	34
100-4-31100-5700	EVENTS	5,191.56	12,000.00	1,274.10	1,274.10	10,725.90	11
100-4-31100-5800	FIRE RANGE FEES	352.30	3,000.00	0.00	593.56	2,406.44	20
100-4-31100-5801	ATTORNEY FEES	0.00	2,000.00	0.00	1,020.00	980.00	51
100-4-31100-5810	DUES & MEMBERSHIP	100.00	6,000.00	0.00	4,248.00	1,752.00	71
100-4-31100-6001	OFFICE SUPPLIES	0.00	3,000.00	264.35	895.79	2,104.21	30

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>
100-4-31100-6003	CANINE SUPPLIES	345.95	4,000.00	0.00	1,209.10	2,790.90	30
100-4-31100-6008	FUEL	1,465.41	20,000.00	593.31	8,934.38	11,065.62	45
100-4-31100-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	4,136.82	9,000.00	0.00	1,091.97	7,908.03	12
100-4-31100-6010	POLICE SUPPLIES	1,954.00	45,000.00	2,623.42	29,522.49	15,477.51	66
100-4-31100-6011	UNIFORMS	574.10	4,000.00	38.22	1,766.78	2,233.22	44
100-4-31100-6030	CRIME PREVENTION	0.00	5,000.00	359.95	1,894.03	3,105.97	38
100-4-31100-6032	INVESTIGATION EXPENSE	0.00	2,500.00	22.99	1,030.42	1,469.58	41
100-4-31100-8005	VEHICLES/EQUIPMENT	0.00	104,692.08	0.00	101,133.40	3,558.68	97
	31100 POLICE DEPARTMENT	70,430.21	966,974.08	63,240.85	572,786.40	394,187.68	59

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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	15,000.00	0.00	100
100-4-32200-5701	FIRE PROGRAM GRANTS	0.00	15,000.00	0.00	15,000.00	0.00	100
	32200 CONTROL	0.00	30,000.00	0.00	30,000.00	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>
100-4-41320-5100	STREETLIGHTS	2,951.44	26,085.79	2,931.26	17,011.18	9,074.61	65

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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	3,942.39	43,140.93	4,741.68	26,960.00	16,180.93	62
100-4-43200-1300	PT WAGES	604.55	15,452.12	523.19	6,015.84	9,436.28	39
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	338.97	3,300.28	401.82	2,539.39	760.89	77
100-4-43200-2200	VRS	888.11	7,303.76	892.40	5,307.51	1,996.25	73
100-4-43200-2300	HEALTH INSURANCE	957.10	10,613.40	1,157.29	6,265.56	4,347.84	59
100-4-43200-2400	GROUP LIFE INSURANCE	59.16	578.09	70.60	483.44	94.65	84
100-4-43200-2500	HYBRID DISABILITY	0.00	100.10	0.00	0.00	100.10	0
100-4-43200-2600	UNEMPLOYMENT INSURANCE	4.03	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	1,571.85	7,702.60	1,323.00	5,669.67	2,032.93	74
100-4-43200-5110	HEATING SERVICES	896.06	4,500.00	571.01	1,611.53	2,888.47	36
100-4-43200-5120	WATER/SEWER	235.17	3,759.00	224.09	1,939.74	1,819.26	52
100-4-43200-5230	TELECOMMUNICATION	789.61	11,136.00	1,188.04	8,322.76	2,813.24	75
100-4-43200-5304	PROPERTY INSURANCE	0.00	358.22	0.00	0.00	358.22	0
100-4-43200-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	0.00	1,126.76	0
100-4-43200-5306	OTHER PROPERTY INSURANCE	0.00	1,281.25	0.00	0.00	1,281.25	0
100-4-43200-5308	GENERAL LIABILITY INSURANCE	0.00	5,433.00	0.00	0.00	5,433.00	0
100-4-43200-5410	LEASE OF EQUIPMENT	0.00	7,000.00	33.99	1,957.69	5,042.31	28
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	0.00	3,000.00	123.57	415.89	2,584.11	14
100-4-43200-6007	REPAIR & MAINT. SUPPLIES	84.63	21,500.00	368.05	7,876.08	13,623.92	37
100-4-43200-6008	FUEL	2,047.22	20,000.00	191.28	5,604.18	14,395.82	28
100-4-43200-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	1,103.55	24,000.00	1,438.33	7,638.70	16,361.30	32
100-4-43200-6011	UNIFORMS	1,165.12	2,500.00	0.00	0.00	2,500.00	0
100-4-43200-6012	CHRISTMAS DECORATIONS	0.00	4,000.00	239.18	3,775.90	224.10	94

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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	0.00	2,500.00	0.00	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	14,687.52	276,390.90	13,487.52	94,159.72	182,231.18	34

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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.	3,000.00	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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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	0.00	2,500.00	0.00	2,500.00	0.00	100

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
	GENERAL FUND Expenditure Totals	120,966.34	1,690,856.29	100,834.54	910,517.44	780,338.85	54
	100 GENERAL FUND		Prior	Current	YTD		
	Revenues:	122,802.13		99,160.10	1,049,620.46		
	Expenditures:	120,966.34		100,834.54	910,517.44		
	Net Income:	1,835.79		1,674.44 -	139,103.02		

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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	14,583.28	269,934.29	0.00	132,783.19	137,151.10 -	49
501-3-16080-0006	WATER OT BASE CHARGES	11,147.44	175,851.84	0.00	73,291.26	102,560.58 -	42
501-3-16080-0007	WATER IN-TOWN USAGE CHARGE	37,678.18	408,047.97	0.00	199,232.62	208,815.35 -	49
501-3-16080-0008	WATER OT USAGE CHARGES	20,736.91	291,179.13	0.00	120,634.80	170,544.33 -	41
501-3-16080-0009	PENALTIES	1,133.07	20,000.00	0.00	17,038.66	2,961.34 -	85
501-3-16080-0010	TRIP CHARGES	550.00	8,000.00	0.00	5,450.00	2,550.00 -	68
501-3-16080-0011	DORMANT ACCT FEE	310.00	3,715.33	0.00	1,840.85	1,874.48 -	50
501-3-16080-0012	FIRE SPRINKLERS	397.00	4,764.00	0.00	2,382.00	2,382.00 -	50
501-3-16080-0013	AVAILABILITY FEE	0.00	3,000.00	5,470.19	9,816.88	6,816.88	327
501-3-16080-0014	WATER CHARGES-SBC	8,025.00	131,625.12	0.00	48,150.00	83,475.12 -	37
501-3-16080-0015	PREPAY UTILITIES	22,064.58 -	0.00	0.00	2,020.92 -	2,020.92 -	0
501-3-16080-0016	SBC WATER CAPITAL COSTS REIMB	0.00	0.00	0.00	13,113.60	13,113.60	0
49	16080 Total	72,496.30	1,316,117.68	5,470.19	621,712.94	694,404.74 -	47
501-3-41060-0007	DEPOSIT-UTILITY ACCTS	400.00 -	0.00	0.00	212.48	212.48	0
501-3-42000-0000	RESERVE FUNDS	0.00	101,851.33	0.00	0.00	101,851.33 -	0
	WATER FUND Revenue Totals	72,096.30	1,417,969.01	5,470.19	621,925.42	796,043.59 -	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>
501-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0
501-4-12110-1100	WAGES	3,220.72	43,962.71	4,410.97	27,376.40	16,586.31	62
501-4-12110-1300	PT WAGES	370.60	5,058.80	396.60	2,961.50	2,097.30	59
501-4-12110-2100	FICA	289.12	3,750.15	383.70	2,432.13	1,318.02	65
501-4-12110-2200	VRS	728.64	9,232.17	745.40	5,587.54	3,644.63	61
501-4-12110-2300	HEALTH INSURANCE	340.10	4,468.80	370.52	2,593.55	1,875.25	58
501-4-12110-2400	GROUP LIFE INSURANCE	46.50	589.10	51.40	357.35	231.75	61
501-4-12110-2500	STD/LONG-TERM DISABILITY	49.27	232.11	0.00	122.16	109.95	53
	12110 TOWN MANAGER	5,044.95	67,293.84	6,358.59	41,430.63	25,863.21	62

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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	2,911.15	37,853.15	3,113.83	22,120.47	15,732.68	58
501-4-12420-1300	PT WAGES	797.90	9,976.48	660.35	5,091.78	4,884.70	51
501-4-12420-2100	FICA	264.72	3,658.97	268.34	1,938.88	1,720.09	53
501-4-12420-2200	VRS	460.01	6,408.54	506.72	3,375.25	3,033.29	53
501-4-12420-2300	HEALTH INSURANCE	250.03	7,820.40	231.14	1,616.99	6,203.41	21
501-4-12420-2400	GROUP LIFE INSURANCE	37.58	507.23	40.10	267.19	240.04	53
501-4-12420-2500	HYBRID DISABILITY	7.87	0.00	0.00	51.60	51.60 -	0
501-4-12420-3160	BANKING SERVICE CHARGES	84.29	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	294.43	3,600.00	318.29	2,196.57	1,403.43	61
501-4-12420-6001	OFFICE SUPPLIES	0.00	2,200.00	0.00	1,723.00	477.00	78
51	12420 FINANCE DEPARTMENT	5,107.98	75,824.77	5,138.77	41,590.06	34,234.71	55

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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	10,064.00	170,869.00	18,064.77	115,721.02	55,147.98	68
501-4-44000-1200	OVERTIME	0.00	0.00	0.00	1,177.17	1,177.17 -	0
501-4-44000-1300	PT WAGES	792.48	27,299.88	1,685.40	16,211.56	11,088.32	59
501-4-44000-1400	OTHER/HOLIDAY	1,319.95	6,114.07	1,240.48	7,282.17	1,168.10 -	119
501-4-44000-2100	FICA	874.86	15,627.65	1,545.80	10,321.90	5,305.75	66
501-4-44000-2200	VRS	1,869.22	22,983.97	3,287.11	19,665.58	3,318.39	86
501-4-44000-2300	HEALTH INSURANCE	2,140.70	33,516.00	3,850.32	23,176.29	10,339.71	69
501-4-44000-2400	GROUP LIFE INSURANCE	156.27	2,289.62	261.47	1,569.10	720.52	69
501-4-44000-2500	LONG-TERM DISABILITY	33.02	492.41	0.00	139.96	352.45	28
501-4-44000-2600	UNEMPLOYEMENT INSURANCE	16.46	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	24.98	31,000.00	19.70	1,446.79	29,553.21	5
501-4-44000-3150	PROFESSIONAL SVCS	250.00	3,200.00	250.00	1,750.00	1,450.00	55
501-4-44000-3310	REPAIR & MAINT. SVCS	779.87	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	7,197.18	47,707.13	6,832.98	39,634.41	8,072.72	83
501-4-44000-5120	WATER & SEWER	5,185.98	40,400.00	7,597.87	16,837.59	23,562.41	42
501-4-44000-5210	POSTAGE	0.00	2,000.00	0.00	8.13	1,991.87	0
501-4-44000-5230	TELECOMMUNICATIONS	278.66	5,040.00	373.70	2,701.40	2,338.60	54
501-4-44000-5301	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	0.00	0.00	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	383.00	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	1,507.73	15,000.00	661.69	25,380.10	10,380.10 -	169

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501-4-44000-6007	REPAIR & MAINT. SUPPLIES	417.74	20,000.00	807.72	20,867.26	867.26 -	104
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	776.86	1,344.70	1,655.30	45
501-4-44000-6011	UNIFORMS	0.00	1,500.00	0.00	931.62	568.38	62
501-4-44000-6051	CHEMICALS	3,253.57	108,000.00	7,208.29	41,939.53	66,060.47	39
501-4-44000-8005	EQUIPMENT	0.00	15,000.00	74.49	242.34	14,757.66	2
	44000 WATER OPERATIONAL	36,545.67	607,033.24	54,538.65	356,490.86	250,542.38	59

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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	7,427.81	125,683.37	7,898.21	63,046.65	62,636.72	50
501-4-45000-1200	PT WAGES	0.00	734.15	0.00	0.00	734.15	0
501-4-45000-1300	PT WAGES	39.84	1,821.68	21.31	452.47	1,369.21	25
501-4-45000-2100	FICA	559.66	9,810.30	608.07	4,872.63	4,937.67	50
501-4-45000-2200	VRS	1,276.62	21,278.19	1,433.27	10,497.38	10,780.81	49
501-4-45000-2300	HEALTH INSURANCE	1,640.71	27,930.00	1,729.63	13,014.35	14,915.65	47
501-4-45000-2400	GROUP LIFE INSURANCE	106.56	1,684.16	113.46	841.81	842.35	50
501-4-45000-2500	HYBRID DISABILITY	0.00	50.05	0.00	0.00	50.05	0
501-4-45000-2700	WORKER'S COMP	0.00	6,380.09	0.00	0.00	6,380.09	0
501-4-45000-3310	REPAIR & MAINT. SVCS	0.00	1,000.00	0.00	0.00	1,000.00	0
501-4-45000-5130	MISS UTILITY	0.00	800.00	152.50	229.50	570.50	29
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	23.16 -	20,000.00	0.00	4,870.59	15,129.41	24
501-4-45000-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	0.00	0.00	0.00	312.50	312.50 -	0
501-4-45000-8005	EQUIPMENT/VEHICLES	0.00	18,000.00	0.00	37,366.50	19,366.50 -	208
	45000 WATER MAINTENANCE	11,028.04	243,498.75	11,956.45	135,504.38	107,994.37	56

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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
501-4-94000-8000	W. COURT STREET PROJECT	8,820.00	0.00	0.00	0.00	0.00	0
501-4-94000-8002	WATER TREATMENT PLANT IMPROVEMENTS	43,428.67	0.00	0.00	333,674.40	333,674.40 -	0
501-4-94000-8003	SUNSET WATERLINE REPLACEMENT	0.00	0.00	0.00	62,100.00	62,100.00 -	0
501-4-94000-9000	CAPITAL IMPROVEMENTS	42,750.00	0.00	0.00	0.00	0.00	0
	94000 CONTROL	94,998.67	0.00	0.00	395,774.40	395,774.40 -	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	8,537.31	8,665.37	50
501-4-95000-9001	60W W/L INTEREST	0.00	11,841.24	0.00	5,984.65	5,856.59	51
501-4-95000-9004	MAINSTREET W/L PRINCIPLE	0.00	78,352.35	0.00	39,838.51	38,513.84	51
501-4-95000-9005	MAINSTREET W/L INTEREST	0.00	14,866.45	0.00	21,637.33	6,770.88 -	146
501-4-95000-9006	STERLING BANK DEBT REFI PRIN	8,240.63	102,248.00	0.00	51,123.42	51,124.58	50
501-4-95000-9007	STERLING BANK DEBT REFI INTEREST	2,348.15	24,960.00	0.00	12,929.44	12,030.56	52
501-4-95000-9008	WATER PLANT UPGRADES PRINCIPLES	0.00	84,247.39	0.00	47,431.47	36,815.92	56
501-4-95000-9009	WATER PLANT UPGRADES INTEREST	0.00	90,600.30	0.00	39,992.62	50,607.68	44
	95000 DEBT SERVICE	10,588.78	424,318.41	0.00	227,474.75	196,843.66	54

WATER FUND Expenditure Totals

163,314.09	1,417,969.01	77,992.46	1,198,265.08	219,703.93	85
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501 WATER FUND

	<i>Prior</i>	<i>Current</i>	<i>YTD</i>
Revenues:	72,096.30	5,470.19	621,925.42
Expenditures:	163,314.09	77,992.46	1,198,265.08
Net Income:	91,217.79 -	72,522.27 -	576,339.66 -

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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	630.85 -	366,129.74	0.00	180,243.33	185,886.41 -	49
502-3-16080-0006	SEWER OT BASE CHARGES	8,189.85	144,879.09	0.00	45,862.70	99,016.39 -	32
502-3-16080-0007	SEWER IN-TOWN USAGE CHARGE	25,172.19	269,596.69	0.00	130,753.87	138,842.82 -	48
502-3-16080-0008	SEWER OT USAGE CHARGE	6,666.42	117,929.46	0.00	37,086.06	80,843.40 -	31
502-3-16080-0009	PENALTIES	1,035.73 -	15,000.00	0.00	14,065.74	934.26 -	94
502-3-16080-0011	DORMANT ACCT FEE	460.00	5,395.54	0.00	2,832.34	2,563.20 -	52
502-3-16080-0012	AVAILABILITY FEE	0.00	0.00	2,261.22	2,261.22	2,261.22	0
	16080 Total	38,821.88	918,930.52	2,261.22	413,105.26	505,825.26 -	44
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	38,821.88	1,207,829.13	2,261.22	448,970.85	758,858.28 -	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>
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	19,893.44	17,631.51	53
502-4-12110-1300	PT WAGES	333.54	4,552.92	356.94	2,665.35	1,887.57	59
502-4-12110-2100	FICA	221.08	2,870.66	243.44	1,809.10	1,061.56	63
502-4-12110-2200	VRS	546.48	6,924.13	559.06	4,190.64	2,733.49	61
502-4-12110-2300	HEALTH INSURANCE	255.08	3,351.60	277.90	1,945.22	1,406.38	58
502-4-12110-2400	GROUP LIFE INSURANCE	34.86	441.83	38.56	268.07	173.76	61
502-4-12110-2500	STD/LONG-TERM DISABILITY	27.62	174.08	0.00	91.62	82.46	53
	12110 CONTROL	3,834.20	55,840.17	4,145.28	30,863.44	24,976.73	55

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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	2,334.46	30,609.39	2,548.49	18,117.03	12,492.36	59
502-4-12420-1300	PT WAGES	777.95	9,727.07	643.84	4,964.46	4,762.61	51
502-4-12420-2100	FICA	219.89	3,085.74	224.62	1,628.56	1,457.18	53
502-4-12420-2200	VRS	374.36	5,182.17	423.88	2,822.70	2,359.47	54
502-4-12420-2300	HEALTH INSURANCE	228.87	6,703.20	221.89	1,552.33	5,150.87	23
502-4-12420-2400	GROUP LIFE INSURANCE	30.74	410.16	33.56	223.40	186.76	54
502-4-12420-2500	HYBRID DISABILITY	5.25	0.00	0.00	34.38	34.38 -	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	294.43	3,700.00	318.29	2,196.60	1,503.40	59
502-4-12420-6001	OFFICE SUPPLIES	0.00	2,000.00	0.00	1,723.00	277.00	86
	12420 FINANCE DEPARTMENT	4,265.95	64,417.73	4,414.57	36,470.80	27,946.93	57

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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	10,840.28	181,011.05	8,922.85	70,391.28	110,619.77	39
502-4-44000-1200	OVERTIME	0.00	0.00	0.00	1,079.61	1,079.61 -	0
502-4-44000-1400	OTHER/HOLIDAY	1,864.33	5,766.59	442.57	2,454.28	3,312.31	43
502-4-44000-2100	FICA	977.34	14,288.49	722.79	5,701.50	8,586.99	40
502-4-44000-2200	VRS	2,049.69	30,645.17	1,637.65	12,135.66	18,509.51	40
502-4-44000-2300	HEALTH INSURANCE	2,134.30	33,516.00	1,735.68	13,018.21	20,497.79	39
502-4-44000-2400	GROUP LIFE INSURANCE	153.83	2,425.55	129.63	962.95	1,462.60	40
502-4-44000-2500	LONG-TERM DISABILITY	35.70	224.98	0.00	119.26	105.72	53
502-4-44000-2600	UNEMPLOYMENT INSURANCE	0.00	41.60	0.00	0.00	41.60	0
502-4-44000-2700	WORKER'S COMP	0.00	3,359.10	0.00	0.00	3,359.10	0
502-4-44000-3120	SLUDGE & TRASH REMOVAL-RUT CRK.	155.00	2,000.00	0.00	0.00	2,000.00	0
502-4-44000-3140	TESTING SERVICES	2,488.22	50,666.00	1,584.90	22,445.12	28,220.88	44
502-4-44000-3150	PROFESSIONAL SVCS	250.00	3,000.00	250.00	1,750.00	1,250.00	58
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	5,016.79	41,426.32	5,144.97	31,454.65	9,971.67	76
502-4-44000-5120	WATER, SEWER - RUT. CRK.	204.05	9,705.00	182.90	2,301.04	7,403.96	24
502-4-44000-5130	ELECTRICAL SVCS-PUMP STATION	361.63	1,785.30	208.64	901.84	883.46	51
502-4-44000-5140	WATER,SEWER-PUMP STATION	15.60	187.20	15.60	109.20	78.00	58
502-4-44000-5210	POSTAGE	0.00	259.90	0.00	25.04	234.86	10
502-4-44000-5230	TELECOMMUNICATIONS	279.67	4,260.00	868.82	3,921.22	338.78	92
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	77.82	2,000.00	38.01	735.01	1,264.99	37
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	1,665.44	8,235.00	199.14	2,014.21	6,220.79	24
502-4-44000-6007	REPAIR & MAINT. SUPPLIES-RUT. CRK.	0.00	27,751.20	263.40	12,669.68	15,081.52	46
502-4-44000-6008	FUEL/OIL	410.32	2,000.00	99.15	1,626.66	373.34	81
502-4-44000-6009	VEHICLE & EQUIP SUPPLIES	0.00	3,000.00	776.86	927.41	2,072.59	31
502-4-44000-6011	UNIFORMS	0.00	2,000.00	0.00	561.98	1,438.02	28
502-4-44000-6051	CHEMICALS - RUT. CREEK	1,450.00	4,615.00	0.00	0.00	4,615.00	0
502-4-44000-8005	VEHICLES	0.00	15,000.00	74.49	242.34	14,757.66	2
	44000 SEWER OPERATIONAL	30,430.01	481,268.85	23,298.05	201,683.32	279,585.53	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>
502-4-45000-0000	SEWER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
502-4-45000-1100	WAGES	7,427.81	125,304.20	7,898.21	63,046.65	62,257.55	50
502-4-45000-1300	PT WAGES	39.84	734.15	21.31	452.47	281.68	62
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	559.66	9,781.29	608.07	4,872.63	4,908.66	50
502-4-45000-2200	VRS	1,276.62	21,214.00	1,433.27	10,497.38	10,716.62	49
502-4-45000-2300	HEALTH INSURANCE	1,640.71	27,818.28	1,729.63	13,014.35	14,803.93	47
502-4-45000-2400	GROUP LIFE INSURANCE	106.56	1,679.07	113.46	841.81	837.26	50
502-4-45000-2500	HYBRID DISABILITY	0.00	48.05	0.00	0.00	48.05	0
502-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	0.00	1,126.76	0
502-4-45000-5410	LEASE OF EQUIPMENT	0.00	5,000.00	0.00	0.00	5,000.00	0
502-4-45000-6007	REPAIR & MAINT. SUPPLIES	0.00	8,000.00	2,473.07	15,948.37	7,948.37 -	199
502-4-45000-8005	EQUIPMENT/VEHICLES	0.00	18,000.00	0.00	37,366.50	19,366.50 -	208
502-4-45000-8005	45000 SEWER MAINTENANCE	11,051.20	220,527.48	14,277.02	146,040.16	74,487.32	66

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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>
502-4-94000-0000	CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0
502-4-94000-8002	WWTP CENTRIFUGE	0.00	0.00	25,145.00	978,612.21	978,612.21 -	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	17,511.34	217,275.00	0.00	108,637.33	108,637.67	50
502-4-95000-9003	STERLING BANK WWTP REFI INTEREST	4,989.83	53,033.00	0.00	27,424.64	25,608.36	52
502-4-95000-9004	SEWER REHAB PRINCIPLE	5,694.62	70,017.22	0.00	34,888.01	35,129.21	50
502-4-95000-9005	SEWER REHAB INTEREST	3,933.38	45,518.78	0.00	22,878.21	22,640.57	50
	95000 DEBT SERVICE	32,129.17	385,844.00	0.00	193,828.19	192,015.81	50
	SEWER FUND Expenditure Totals	81,710.53	1,207,898.23	71,279.92	1,587,498.12	379,599.89 -	131

502 SEWER FUND

	<i>Prior</i>	<i>Current</i>	<i>YTD</i>
Revenues:	38,821.88	2,261.22	448,970.85
Expenditures:	81,710.53	71,279.92	1,587,498.12
Net Income:	42,888.65 -	69,018.70 -	1,138,527.27 -

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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	10,300.69	138,492.00	0.00	70,219.24	68,272.76 -	51
514-3-16080-0006	GARBAGE OT CHARGES	1,452.20	19,944.00	0.00	9,980.34	9,963.66 -	50
514-3-16080-0009	PENALTIES	397.86	5,000.00	0.00	2,736.06	2,263.94 -	55
	16080 Total	12,150.75	163,436.00	0.00	82,935.64	80,500.36 -	50
	GARBAGE FUND Revenue Totals	12,150.75	163,436.00	0.00	82,935.64	80,500.36 -	50

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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	266.93	1,989.32	1,307.88	60
514-4-12110-1300	PT WAGES	37.08	505.88	39.64	296.02	209.86	59
514-4-12110-2100	FICA	22.38	290.94	24.66	183.25	107.69	63
514-4-12110-2200	VRS	54.66	692.41	55.90	419.00	273.41	61
514-4-12110-2300	HEALTH INSURANCE	25.50	335.16	27.78	194.47	140.69	58
514-4-12110-2400	GROUP LIFE INSURANCE	3.48	44.18	3.86	26.83	17.35	61
514-4-12110-2500	STD/LONG-TERM DISABILITY	2.82	17.41	0.00	9.12	8.29	52
514-4-12110-5000	CONTINGENCY	0.00	678.34	0.00	0.00	678.34	0
	12110 TOWN MANAGER	387.46	5,861.52	418.77	3,118.01	2,743.51	53

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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	123.40	1,600.93	131.22	931.94	668.99	58
514-4-12420-1300	PT WAGES	19.95	249.41	16.51	127.30	122.11	51
514-4-12420-2100	FICA	10.20	141.55	10.47	75.31	66.24	53
514-4-12420-2200	VRS	19.41	271.05	21.22	141.35	129.70	52
514-4-12420-2300	HEALTH INSURANCE	10.17	335.16	9.24	64.65	270.51	19
514-4-12420-2400	GROUP LIFE INSURANCE	1.60	21.45	1.68	11.19	10.26	52
514-4-12420-2500	HYBRID DISABILITY	0.37	0.00	0.00	2.22	2.22 -	0
	12420 FINANCE DEPARTMENT	185.10	2,619.55	190.34	1,353.96	1,265.59	52

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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	0.00	129,646.32	0.00	63,206.16	66,440.16	49
514-4-43200-3170	COLLECTION OUT OF TOWN	0.00	20,865.61	0.00	8,770.08	12,095.53	42
	43200 CONTROL	0.00	150,511.93	0.00	71,976.24	78,535.69	48

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02/08/2024
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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	165.05	2,961.48	175.55	1,401.22	1,560.26	47
514-4-45000-1400	OTHER PAY/HOLIDAYS	0.00	40.48	0.00	0.00	40.48	0
514-4-45000-2100	FICA	12.37	229.65	13.47	107.52	122.13	47
514-4-45000-2200	VRS	28.39	501.38	31.86	233.32	268.06	47
514-4-45000-2300	HEALTH INSURANCE	36.48	670.32	38.45	289.24	381.08	43
514-4-45000-2400	GROUP LIFE INSURANCE	2.36	39.69	2.54	18.73	20.96	47
	45000 GARBAGE MAINTENANCE	244.65	4,443.00	261.87	2,050.03	2,392.97	46
	GARBAGE FUND Expenditure Totals	817.21	163,436.00	870.98	78,498.24	84,937.76	48
514 GARBAGE FUND							
	Revenues:	12,150.75		0.00	82,935.64		
	Expenditures:	817.21		870.98	78,498.24		
	Net Income:	11,333.54		870.98 -	4,437.40		

Town of Amherst
Statement of Revenue and Expenditures

02/08/2024
10:16 AM

<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

02/08/2024
10:16 AM

<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	478.08	8,809.82	255.72	5,429.56	3,380.26	62
701-4-45000-2100	FICA	36.57	673.95	19.56	415.35	258.60	62
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	514.65	27,737.79	275.28	5,844.91	21,892.88	21

Town of Amherst
Statement of Revenue and Expenditures

02/08/2024
10:16 AM

<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.	15.83	180.00	32.67	199.71	19.71 -	111
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	15.83	8,682.84	32.67	2,889.71	5,793.13	33

Town of Amherst
Statement of Revenue and Expenditures

02/08/2024
10:16 AM

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
	IDA FUND Expenditure Totals	530.48	36,420.63	307.95	8,734.62	27,686.01	24
701 IDA FUND							
		Prior		Current		YTD	
	Revenues:	0.00		0.00		5,148.76	
	Expenditures:	530.48		307.95		8,734.62	
	Net Income:	530.48 -		307.95 -		3,585.86 -	

Grand Totals	Prior	Current	YTD
Revenues:	245,871.06	106,891.51	2,208,601.13
Expenditures:	367,338.65	251,285.85	3,783,513.50
Net Income:	121,467.59 -	144,394.34 -	1,574,912.37 -



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

Grandview Drive Water Treatment Plant

Work on the water plant upgrade is slowly coming to a close. Three projects requiring completion have been completed or almost completed; one extra that town staff has taken on is just about finished.

The first of these projects was the main entry and exit door. The door has been set in place but needs its soft close hinge installed and the window light above.



The side door of the plant has had a safety railing installed since it is a complete story above the ground. This door is used to bring bulk items into and out of the main operations floor.





When the plant filters were updated in the late fall, an excess of stone was left over. Staff saw this as a means to do low to no-maintenance landscaping around the plant. The largest stone was placed under the stairway to the second floor.



New pipe insulation was put on the raw river water lines coming into the plant, which received the medium and small remaining filter stones.



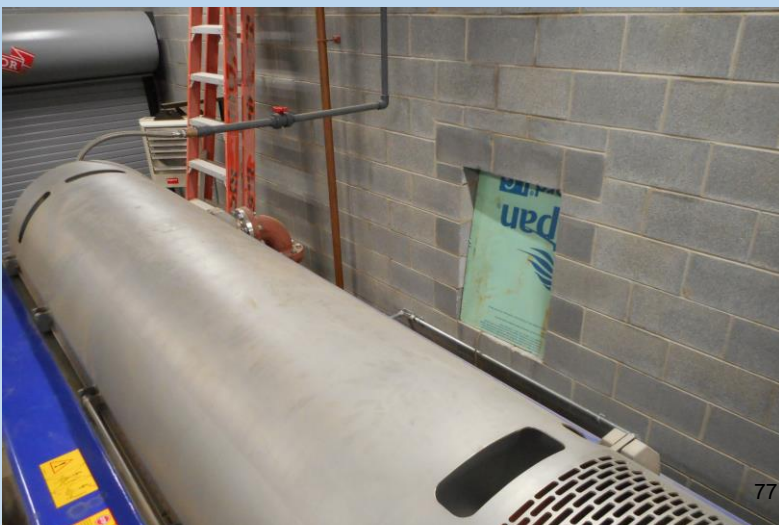


Rutledge Creek Wastewater Treatment Plant

The centrifuge project at wastewater is also nearing completion. Littleton Construction has moved out most of their heavy pieces of equipment and tool trailers. The remaining items needing to be delivered are the conveyer, which will transfer the dewatered sludge from the centrifuge to the dump can, and a valve.



The electrician has only a few more connections. The conveyor and the wiring of the PLC unit will be completed.



Utility/Town Maintenance and Construction Report

Jan-24

Water Meter Read	1180
Water Meter Re-Read	33
Disconnects	4
VA-811 Service locations	24
Vehicle PM Work Orders	29
Pump Station/Plant Work Orders	28
Banners Installed/Dismantled	0
Water Services Installed/Replaced	4
Sewer Services Installed/Replaced	2
Minor Leaks Repaired	4
Major Leaks Repaired	1
Minor Sewer Problems Resolved	4
Major Sewer Problems Resolved	3

Man Hours

Meter Reading	92
Street/Sidewalk Maintenance	157
Safety Training	4
Bush gogging/ Right of way water/ sewer	58
Flushing Water	16
Equipment Maintenance	106
Xmas decorations	160

Dec-43

Water

Water intake road reworked 6" water main broke on Second St 01/25/24 4 new water services installed Work with vendor on meter reading study Major pump problems at West Court sewer station repaired	Many other projects completed
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Routine/Annual Work

Projects/Unusual Work

Service Work Orders Meter Reading Prev-Maint Work Orders Disconnects Re-connects Flushing Program in Select Locations	Locating Un-marked/Unknown Water & Sewer System Assets Continue Safety and Shop/Yard Clean-up Staff has been working on finding water valves and addressing issues Working on clearing water right of ways.
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**Town of Amherst Planning Commission
Minutes
February 7, 2024**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill, on February 7, 2024, 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 - Remote
P	Clifford Hart		

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

The Chair opened the floor for citizen comments.

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

Mr. Driskill made a motion that was seconded by Mr. Hart to approve the minutes of February 3, 2024, meeting.

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

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

Thomas C. Brooks, Sr., CEO of Acres of Virginia, Inc., Engineering, Surveying, Planning, Environmental, and Soils Consulting Firm, was present to speak and answer questions on the proposed Dulwich Road Townhouse project plan. No action was taken by the Commission at this time.

Town Manager McGuffin gave a report on a proposed amendments to the Zoning Ordinance on the following items:

1. Section 24-2 – Definitions and rules of construction, adding Outdoor Display and Outdoor Storage definitions;
2. Section 24-576 – Signs permitted in all sign districts, adding new subsection (3)(c) providing for “open” flags and chalkboard displays;

3. Section 24-75 Developments subject to special site plan review, to include a minor site plan process;
4. Section 24-511 Surfacing, amending subsection (a) to include duplexes, and accessory dwelling units in a residentially zoned district; amending subsection (b) to include surface treatment; and adding new subsection (c) to define parking spaces and driveways; and
5. New Section xx-xxx under Article VIII. – Supplemental zoning regulations, defining short term rental and management plan and process.

After discussion, Town Manager McGuffin was directed to make revisions recommended by the Commission.

Mr. Driskill made a motion that was seconded by Mr. Hart to set a public hearing on March 6, 2024, on consideration of proposed amendments to the Town's zoning ordinance §§ 24-2 Definitions and rules of construction, 24-576 Signs permitted in all sign districts, 24-75 Developments subject to special site plan review, 24-511 Surfacing, and adding new Article VIII §xx-xxx, Supplemental zoning regulations, as recommended by staff.

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

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

Town Manager McGuffin gave a report on the development of the Town of Amherst FY24-25 Capital Improvement Program proposal that identifies acquisition, construction and improvement of town facilities, and acquisition of capital equipment, copies of which were distributed to the Commissioners.

Mr. Driskill made a motion that was seconded by Mr. Hart to hold a public hearing on March 6, 2024, on the Town of Amherst FY24-25 Capital Improvement Program proposal, as recommended by staff.

There being no further business, on motion of Mr. Driskill which was seconded by Mr. Vandervelde, and carried 7-0, the meeting adjourned at 8:11 PM, according to the following:

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

June Driskill, Chairperson

Attest: _____

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

Directors: Jeff Floyd, Chairman
(Present) Brandon Schmitt, Co-Chairman
Doug Perrow, Treasurer
Charles Smith
Brandon Payne
Jennifer Elliott

Directors: Bonnie Swanson
(Absent) Karen Angulo
Bruce Jones

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 November 16, 2023 at 6:00 p.m., by Jeff Floyd, Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

Adopting the Agenda: Jeff Floyd, Chairman, asked if there were any changes to the agenda. Motion was made to approve the agenda as presented. Approved (Perrow, Schmitt passed 6/0).

Acknowledgement of Guests: No Guest were present.

Reading and Approving of the October 26, 2023 Minutes: Jeff Floyd, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). Motion was made to approve the minutes as written. Approved (Perrow, Smith passed 6/0).

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report –October 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 – Angela W. Ball , PhD Western Area Manager DCR provided the November 2023 report. (Copy filed with minutes).

Administrative and Operational Items

§ Status of FY24 2nd Qtr. Disbursements: Disbursements for the 2nd qtr. will include operational, technical assistance, and cost-share funds (VACS, CREP, WFA). One disbursement letter per SWCD is scheduled to be sent out 11/13/23. Note: Disbursement letters will be addressed to the attention of the SWCD Chair, using the SWCD's mailing address.

§ Certificate of Liability: SWCDs no longer need to request a certificate of liability through DCR when seeking liability coverage for a SWCD-sponsored event. SWCDs can now print a certificate of liability from the VA Department of Treasury's Division of Risk Management (DRM) website: <https://trs.virginia.gov/Risk-Management/Plans-Programs/State-Government>.

§ IRS 1099 E-File Mandate & Related DCR Webinar : For the coming tax season, the IRS is now requiring anyone filing 10 or more 1099s to file electronically. DCR is updating the AgBMP Tracking Module to address this change. DCR will be hosting a short webinar to review this information on 11/16/23, 10:00-11:00 AM via MS Teams. Click here to join the meeting Meeting ID: 213 501 195 334 Passcode: Z9SPiC Or call in (audio only) +1 434-230-0065, 621546930# Conference ID: 621 546 930#

§ End of Calendar Year Delegated Authority: SWCDs with early December meetings (or those that don't plan to meet in December) may want to consider delegating authority to the Chair or the Ag/Technical Committee to address late December approvals of eligible cost increases, particularly those relating to VA Ag BMP Tax Credits.

§ Planning Items – SWCD Election of Officers, Setting 2024 Calendar Year Meeting Date & Time, Committee Appointments: These tasks typically occur annually in December or January. Given this is an election year, these tasks will most likely need to wait until the January 2024 meeting when elected directors officially take office) Ag and Cost-Share Items

§ Random BMP Verifications Requiring Maintenance: For those SWCDs with contracts that required maintenance, please continue to work with those participants to ensure maintenance is achieved per established timelines. § Continuing Conservation Initiative (CCI) Enrollment or Re-Enrollment: It is the time of year to start preparing and signing up any BMPs or existing CCI practices coming out of lifespan on 12/31/23 that are eligible for CCI. Taking the sign up and certifying the new CCI practice before the end of Calendar Year 2023 will allow the new lifespan to start immediately on 01/01/24 as soon as the current lifespan ends. In the Conservation Application Suite (CAS) it is critical that the 'Technical Certification Date' on the General tab reflect certification by the end of this calendar year to avoid a break in lifespan. A

§ VA Tax Credit Reminder: The Technical Certification Date (General tab), the Tax Credit Certification Signature Date (Programs tab), and the Tax Credit Board Approval Date (Programs tab) must all be dated on or before 12/31/23 (the same calendar year). If not, the tax credit will not be issued in the year the BMP is completed.

3) Annual IT Security Awareness Training – Deadline to Complete 12/15/23: All users of the Conservation Application Suite must complete this training. There is a new training provider. Reference the detailed instructions provided in an email dated 10/23/23 from Carl Thiel-Goin, DCR-DSWC Conservation Planning & Training Coordinator. 4) DCR Related News

§ Status of CDC-Staunton: Mark Hollberg will be retiring, effective 01/01/24. The process to fill the anticipated vacancy has commenced. The week of 11/13/23, many of the CDC-Staunton duties and responsibilities will be divided among DCR-DSWC staff. Blair Gordon, District Liaison will be the primary point of contact. Angela Ball, Western Area Manager will be providing the monthly CDC reports and serve as a secondary contact. Training Reminders and Important Dates

§ Reminder-COIA Training for Directors: The Code of VA requires once every two years locally elected officials take Conflict of Interest Act (COIA) training. Most directors took this in 2021 between July and December. The training can be accessed at <https://ethicswebinar.dls.virginia.gov> Each module is specific to your role so select "Local elected officials or EDAs/IDAs" to complete the correct training. A List of Meetings and Activities are on file.

3-USDA Natural Resources Conservation Service Report – Kelly Burke, NRCS District Conservationist – November 2023 report was not provided.

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

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

1. Private Pesticide Applicator License Recertification classes
 - a. Amherst- December 5-Amherst Co Administration Building- 6 to 9pm
 - b. Campbell- December 12-Campbell Co Extension Office- 6 to 9pm
 - c. Appomattox- January 18, 2024-Appomattox Community Center -1 to 4 pm
2. Meet and Greet with Extension Director Dr. Mike Gutter=Lynchburg Library-December 13-3 to 4:30 pm
3. Vegetable Production Meeting-Charlotte Court House-December 14-8:30 to 12:30
 - a. Also provides private pesticide applicator license credit
4. Virginia Forage and Grassland Council Winter Forage Conference Series Jan 24- Chatham

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

Projects:

The supply issues have slowed down field work some. Working on plans and designs for new projects. Monitoring progress on projects under construction. Working on estimates and maps for new projects for the new program year. Working on Nutrient Management Plans for producers.

Practices and Conservation Plans for Board Approval:

<u>Contract</u>	<u>Instance</u>	<u>Co.</u>	<u>Est. Cost</u>	<u>CS amt.</u>	<u>Comp/Date</u>	<u>Fund</u>	<u>Practice</u>
10-24-0033	577967	CAM/OCB	\$98,238.00	\$115,122.00 Includes: \$16,884.00 Buffer Payment	6/30/25	PY24 OCB VACS	SL-6W /107

Motion to approve project 10-24-0033 was Approved. (Schmitt, Smith passed 6/0).

Would like to ask for a motion to grant power to the Ag Committee to approve adjustments to tax credits for previously approved practices. Approved(Smith, Payne passed 6/0).

Watershed Dams:

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. Caldwell lake is filling up.

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

Watershed Dam Inspections, DCR Charles Wilson Oct 31,2023. Few erosion issues were found but not directly effecting the dam its self.

Monitor systems will be partially installed 11/17-11/19/2023.

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 2023. Spot Checks (8). 5 need gravel maintenance Amherst (1) Campbell (3) Appomattox (1)

Meeting information is on file.

Hours/Mileage:

160hrs worked

1,191 miles traveled

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

I.Introduction: This report summarizes my work for November 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 assisted with an educational program at Holiday Lake 4-H center.

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 November 2023 report(copy filed with minutes).

November Activities and Meetings:

- November 1st: Rustburg Middle School 4-H field trip (104 students)
- November 8th: VCAP Water Cooler Zoom
- November 9th: Brookville Middle School 4-H field trip (98 students)
- November 14th: Assisted with seminar at Sweet Briar College

Upcoming Activities:

- November 17th: VCAP Steering Committee

Notes: I submitted the final payment request for the Holstrom VCAP project last week and the committee will review the request at the committee meeting on the 17th. Additions to her project increased her initial cost estimate and her possible cost share, an adjustment request was also made. I have been emailing with a handful of teachers interested in applying for the Outdoor Classroom grant. I am requesting a motion to extend the deadline for the applications to February 1st due to teacher feedback on their schedules.

9-RELSWCD Office Administrator Report – Cindy Miller gave the November 2023 report (copy filed with minutes). Monthly duties are kept up to date.

Monthly duties are kept up to date.

- Distributed the approved minutes from the September 28, 2023 Board of Directors meeting.
- Draft minutes for the October 26 RELSWCD Board of Directors meeting were prepared and distributed for review.
- Prepared the October 2023 Treasurer's and Budget reports and forwarded them to Jeff Floyd, Chairman.
- Reconciled the bank statements (3), checkbook, QBs and multi-funded account balances.
- Ran the Budget to Actual Expense report monthly and year to date and reviewed for errors.
- Payroll summary (monthly) and general ledger for the month reviewed for accuracy, each month.
- Processed the Monthly payroll, taxes, and retirement.
- Prepared the draft agenda for the November 16, 2023 regular Board of Directors meeting and forwarded for review.
- Continued working on Refresher training for VRS and QuickBooks.
- Finished auditing files for our December 12, 2023 audit.
- Assisted with program at Holliday lake 4H Center.
- Called Exterminator for Bee infestation.

Our next Board of Directors meeting will be Thursday January 25th.

10- Timberlake WID –November 2023 Doug Perrow provided a verbal report. TWID is still perusing VDOT to make correction to water traveling into Timberlake. TWID is researching grants, checking into putting monitors into incoming water flow to monitor.

REPORT OF COMMITTEES-None

UNFINISHED BUSINESS- None

NEW BUSINESS- Motion was made to provide \$250 Christmas bonus for each employee. Approved (Perrow, Smith passed 6/0).

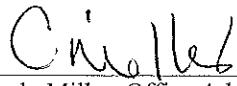
PUBLIC COMMENT – None

ANNOUNCEMENTS – None

ADJOURNMENT - The Chairman adjourned the meeting at 6:26 p.m. Approved (Schmitt, Payne passed 6/0)



Jeff Floyd, Chairman
Bruce Jones



Cindy Miller, Office Administrator

State of the Town Address for the Year 2023

Delivered February 14, 2024

2023 was a very productive year. The Town was able to take advantage of hard work and preparation from the past to bring several projects forward with grant funding and significantly reduced cost to the citizens. At the same time that the Town focused on fundamentals, there were wonderful activities coming from the community to make the Town a better place.

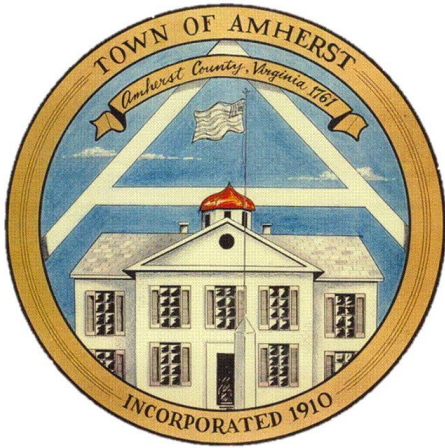
The Town's previous work on water projects made us well positioned to receive grant only funding for two projects: the Sunset Drive water line replacement and the Lead Service Line Inventory project. The grant funding for these projects allows the Town to continue its renovation of our systems and do the required inventory without cost to the rate paying customers. Staff was excited to be able to take advantage of other grant funds for a new police car. Additionally, the Council funded another police car, as well as a new truck for Maintenance. Staff also had a great year for licensure. The Town now has three operators who are fully cross trained and licensed for both treatment plants.

Existing projects made substantial progress as well. The Water Treatment Plant renovation project was substantially complete at the end of the year and is an incredible improvement for staff. The Wastewater Centrifuge project, which will bring the Town's Wastewater Plant into the modern era of treatment of sludge is awaiting a final piece of equipment for completion. The use of ARPA funds for the Wastewater improvement allows the Town to make this incredible step forward, again, without an impact on the rate paying customers.

There were additional projects in the Town that improve things for the present and the future. Lynchburg Road was opened up to make a new connection between Route 60 and Union Hill Road. Amherst County High School began a major expansion and renovation project, which will expand and update the school. The Garden Club worked with staff to get new entrance sign lighting and add decorations at the south end sign for Christmas. Near the end of the year, Habitat for Humanity completed their three houses on North Main Street.

At the same time, the things that make people love the Town continued. It was a fantastic year for both the First Responder's Day and the Christmas Parade. The Sheriff's Department held their National Night Out with our Police Department in the Town, as well as their car show. The Halloween Trunk or Treat was the biggest yet, and the Town was frequently the place to be. Our small businesses are thriving and downtown is busier all the time, with pedestrian activity increasing everyday.

We are blessed to live in a place where people celebrate together and uplift each other in so many ways!



AMHERST TOWN COUNCIL

CODE OF ETHICS

Recognizing that public officials hold office as a public trust, and that their stewardship of such office requires a superior degree of ethical conduct on their part, any person serving on the Amherst Town Council agrees to adhere to the following Code of Ethics:

1. Uphold federal, state and local laws, and never knowingly be a party to their evasion.

2. Respect and uphold the Constitution of the United States and the Constitution of Virginia and never act in a way that will restrict individual liberties. Council members should operate from a belief that the Constitution is the road map for every decision that the Council makes.

3. Put loyalty to the Town as a whole above loyalty to individuals or particular groups.

4. Dedicate sincere effort and service to the position of trust for which stewardship has been granted, giving earnest action and best thought to the performance of duties in an ethical manner.

5. Seek to find and use the most equitable, efficient, effective, and economical means for accomplishing Town business.

6. Adopt policies and programs that support the rights and recognize the needs of all citizens regardless of race, sex, age, religion, creed, country of origin or disability.

7. Ensure the integrity of the actions of the Town Council by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. A member should never accept for himself or herself or for family members, favors or benefits under circumstances that might be construed by reasonable persons as influencing the performance of governmental duties.

8. Make no private promises of any kind which purport to bind performance of public duty.

9. Engage in no business with the Town government, either directly or indirectly,

which is inconsistent with the conscientious performance of government duties, and ensure full compliance with the Conflict of Interest Act (Code of Virginia, Title 2.2, Chapter 31).

10. Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.

11. Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Freedom of Information Act, using closed meetings only as authorized by the Code of Virginia.

12. Avoid involvement, or the perception thereof, in matters that when completed, come before the Town Council for resolution or approval.

13. Seek to communicate fairly and equally with all other Council members outside of formal meetings; avoid excluding one or more Council members from information shared with others, while consistently maintaining adherence to the requirements of the Virginia Freedom of Information Act.

14. Never use a position of public trust to gain access to the public or the media for purposes of criticizing colleagues, staff, or citizens, impugning their integrity, or vilifying their personal beliefs.

15. Ensure, when responding to the media, that a clear distinction is made between personal opinion or belief and a decision made by the Council.

16. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.
- Dated this 10th day of January, 2024.
- D. Dwayne Tuggle, Mayor
- Janice N. Wheaton, Council Member
- Kenneth S. Watts, Council Member
- Andra Higginbotham, Vice Mayor
- Sharon W. Turner, Council Member
- Michael H. Driskill, Council Member
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WORK ORDER 1: CHIEF OF POLICE EXECUTIVE SEARCH SERVICES
TOWN OF AMHERST
JANUARY 30, 2024

We are pleased to present the Town of Amherst with Executive Search Services for its Chief of Police. The scope of services will include development the following items:

1. **Position Profile:** The Chief of Police's profile will be developed in collaboration with Council and staff, as deemed necessary, in a work session. Profile questions will be provided to Council in advance of the work session and a position profile will be developed at the work session.
2. **Advertising and Outreach:** Utilizing the profile, a job advertisement will be developed to include position roles, responsibilities and requirements will be developed. The position will be advertised with local government organizations and professional organizations, and any others the Town may suggest. Additionally, the Berkley Group will use its extensive network of Executive Managers to directly solicit qualified candidates who might have an interest in the Chief of Police position. Please note that the Town is responsible for publishing fees to advertise the position.
3. **Application Process:** Applicants will be directed to submit their interest in the position in a standardized format that will include cover letter, resume, and salary history. Applications will be submitted electronically to the Berkley Group. This information will be kept confidential amongst Council, Town and Berkley Group staff. The position will be advertised open until filled.
4. **Selection Process:** Berkley Group staff will conduct initial interviews with candidates. Applications will be classified into three categories: interview; consider interviewing; not recommended for an in-person interview. This scope of work does not include any in-person interview or negotiation support services. If desired, they may be provided for an additional fee.
5. **Periodic Check In:** Berkley Group staff will check in with the City up to three times in the first year and provide the Town with an annual performance review template.

Schedule

We anticipate making an offer on behalf of the Town to a selected candidate within 120 days of the kick-off meeting.

Fee

The Executive Search Process will be a lump sum fee of \$12,500. This amount will include all non-direct expenses related to travel, etc., for Berkley Group staff. Fifty percent (\$6,250) will be due upon receipt of Notice to Proceed. The remaining balance, plus all advertising costs, will be invoiced upon completion of the search process.

We are in agreement with the services and basis for fee determination in this scope of work and hereby grant the consultant notice to proceed for the work herein specified.

Sara E. McGuffin, Town Manager

Date

**AGREEMENT BETWEEN
BERKLEY GROUP, LLC AND
TOWN OF AMHERST, VIRGINIA FOR
NON-PROFESSIONAL SERVICES**

This Agreement entered into on this ____ day of _____, 20__ by and between Berkley Group, LLC, a limited liability company organized under the laws of the Commonwealth of Virginia, having offices at P.O. Box 181, Bridgewater, Virginia 22812 (Federal EIN # 273021021), and hereafter called “Berkley Group”, and the Town of Amherst, a political subdivision of the Commonwealth of Virginia, having its administrative office at 174 S. Main Street, Amherst, VA 24521, and hereafter called “the Client”.

WITNESSETH:

WHEREAS, the Client desires to retain the services of the Berkley Group to perform non-professional services, and

WHEREAS, The Berkley Group desires to provide the Client with such services as authorized by the Client, and represents that it is organized and authorized to conduct business within the Commonwealth of Virginia;

WHEREAS, pursuant to Virginia Code Section 2.2-4304, Cooperative procurement, Any public body may participate in, sponsor, conduct, or administer a cooperative procurement agreement on behalf of or in conjunction with one or more other public bodies, or public agencies or institutions or localities of the several states, of the United States or its territories, the District of Columbia, or the U.S. General Services Administration, for the purpose of combining requirements to increase efficiency or reduce administrative expenses in any acquisition of goods and services. A public body may purchase from another public body's contract even if it did not participate in the request for proposal or invitation to bid, if the request for proposal or invitation to bid specified that the procurement was being conducted on behalf of other public bodies;

WHEREAS, the CITY OF LEXINGTON issued a request for proposals as a cooperative procurement for other public bodies for nonprofessional services, for which The Berkley Group was awarded the contract;

WHEREAS, the Client desires to participate in said cooperative procurement agreement to obtain certain nonprofessional services; and

NOW, THEREFORE, the parties do mutually agree as follows:

SECTION 1. STATEMENT/SCOPE OF WORK.

- A. The Berkley Group will provide services to Client once issued individual Work Orders for each task assigned constituting the Scope of Services (“Scope of Services”/ “Services”) as set forth in this Agreement.
- B. The Berkley Group will use both its staff and independent contractors it engages (the “Subcontractors”) to provide the Services to Client.

- C. The Berkley Group and its Subcontractors are and shall remain independent contractors with respect to the Client in their provision of the Services under this Agreement.

SECTION 2. COMPENSATION, METHOD OF PAYMENT, TIME OF PERFORMANCE AND TERMINATION.

- A. **Compensation.** Client shall compensate the Berkley Group for the Services performed based upon the terms described within the Fee Schedule plus an indirect cost rate for overhead as specified in each task order ("Compensation"). For interim staff assignments, the parties agree to increase the Compensation by three percent (3%) per cent on an annual basis to coincide with the Client's fiscal year.
- B. **Payment to the Berkley Group.** Client shall pay the Berkley Group for the Services performed as set forth in the payment schedule for each Work Order. All invoices shall be due within thirty (30) days of the invoice date. Payments later than sixty (60) days shall be subject to a fifteen percent (15%) late charge fee.
- C. **Time of Performance.** The Berkley Group shall commence performance of the Services on _____ and shall continue such performance through _____ ("Term"). The Term shall automatically renew each year for up to five (5) years and may thereafter be extended for additional periods by written agreement of the parties pursuant to Section 6 of this Agreement but shall remain subject to termination for non-appropriation of funding.
- D. **Termination for Convenience.** Either the Client or the Berkley Group may terminate this Agreement at any time, by giving written notice to the other party of such termination and specifying the effective date thereof, at least 30 days before such effective date.
- (1) In the event of termination, all finished and unfinished documents and other materials produced by the Berkley Group specifically for the Client shall become the property of the Client.
 - (2) In the event of termination, the Berkley Group shall be paid for the Services performed up to the effective date of termination. For any incomplete services, the Client will provide the Berkley Group with compensation equivalent to 80% of the total executed Work Order value for the assigned task. Upon request, the Berkley Group will provide the Client with documentation of the Services performed up to the effective date of termination.
 - (3) Termination for non-appropriation of funds by the Client shall be made pursuant to this section.
- E. **Termination for Breach.** The Client or the Berkley Group may terminate this Agreement for a material breach of the terms of this Agreement by giving written notice to the other party of such termination specifying the effective date thereof, at least 15 days before such effective date. The notice shall set forth the nature of the breach of the Agreement.
- (1) In the event of termination of this Agreement by the Client pursuant to this Section 2.E., the Berkley Group shall be paid for Services performed up to the effective date of such termination in accordance with the manner of performance set forth in the

Agreement. If it is later determined by the Berkley Group that the Berkley Group had an excusable reason for not performing, such as natural disasters, pandemics, or other events that are beyond the control of the Berkley Group, the parties may agree for the Berkley Group to continue to provide the Services under this Agreement.

- (2) After receipt of written notice from the Client setting forth the nature of such breach pursuant to this Section 2.E., the Berkley Group may request, and the Client may agree, to provide the Berkley Group time to remedy any breach or default to the satisfaction of Client. If the Client does not agree to allow the Berkley Group to remedy the breach, the Berkley Group shall have the right to immediately cease providing Services and receive Compensation earned for all Services rendered through the final date that the Services are rendered by the Berkley Group.

SECTION 3. RESPONSIBILITIES OF THE BERKLEY GROUP.

- A. The Berkley Group agrees to use the records and information gathered or otherwise used pursuant to this Agreement for the advancement of the interests of Client, and as further provided in Section 5.D. of this Agreement.
- B. The Berkley Group will provide all services under this Agreement in a manner consistent with applicable laws, professional standards and its best efforts.
- C. The Berkley Group, its staff and Subcontractors shall comply with Client's standards for acceptable workplace conduct and safety, and shall at all times conduct themselves in a professional manner.
- D. The Berkley Group and its Subcontractors shall maintain commercial general liability insurance to cover their actions or omissions. Upon request, shall provide the Client with evidence of such insurance.
- E. The Berkley Group shall perform in accordance with, and shall not violate, applicable laws, rules or regulations, and standards prevailing in the industry and the Berkley Group shall obtain all permits or permissions required to comply with such laws, rules or regulations.

SECTION 4. RESPONSIBILITIES OF THE CLIENT.

- A. Without charge to the Berkley Group, Client agrees to provide all policies, information, communications, records, data, information and forms which are available to the Client and needed by the Berkley Group in order to perform the Services, and not to include any confidential files or documents subject to confidentiality laws.
- B. The Client shall communicate any concerns about the Berkley Group staff or Subcontractor performance to the Berkley Group representative set forth in Section 5, unless otherwise specifically set forth within the Scope of Services.
- C. For interim or on-going staff assignments, the Client shall defend the Berkley Group and its respective staff or Subcontractor in any legal proceedings by a third party arising out of the performance of duties on behalf of the Client.

SECTION 5. ADMINISTRATION OF THE AGREEMENT.

- A. All notices and communications with respect to the terms of this Agreement and the performance of the Services shall be through the Party Representatives. The Party Representatives are:

Client's representative shall be:

[Name]

[Title]

[Phone Number]

[email]

Berkley Group's representative shall be:

Andrew D. Williams

Chief Executive Officer

540-560-2202

drew@bglc.net

- B. ***Incorporated Provisions.*** This Agreement shall be performed in accordance with the applicable, required contractual provisions set forth in the Client's purchasing or procurement regulations in effect at the time of this Agreement, including the Virginia Public Procurement Act, Va. Code §§ 2.2-4300, *et seq.*, ; Va. Code § 2.2-4310 and – 4311 (nondiscrimination); Va. Code § 2.2-4311.1 (immigration); and Va. Code § 2.2-4312 (drug free workplace), which provisions are incorporated herein by reference.
- C. ***Contractual.*** Disputes with respect to this Agreement shall be governed by Va. Code § 2.2-4363 and all similar provisions in Client's purchasing or procurement regulations.
- D. ***Ownership and Status of Documents.***
- (1) All documents prepared by the Berkley Group specifically for the Client shall become the property of the Client upon completion of Services, or the earlier termination of this Agreement. The Berkley Group shall have the right to retain appropriate copies of all such documents for its records upon client's approval, and to reuse any template documents which it prepared for the Client. All materials, including without limitation, documents, drawings, drafts, notes, designs, computer media, electronic files and lists, including all additions to, deletions from, alterations of, and revisions in the foregoing (collectively referred to as the "Materials"), which are furnished to the Berkley Group by Client or which are developed in the process of performing the Services, or embody or relate to the Services, are the property of Client, and shall be returned by the Berkley Group to Client promptly at Client's request together with any copies thereof, and in any event promptly upon expiration or termination of this Agreement for any reason.
 - (2) Records prepared by the Berkley Group specifically for the Client shall be kept confidential by the Berkley Group until released or approved for release by the Client. The Berkley Group will cooperate with the Client in complying with the requirements of § 2.2-4342 VA Code Ann. and any requirements of the Virginia Freedom of Information Act applicable to such records.

- (3) The Berkley Group shall maintain financial records, supporting documents, statistical records, and other records pertinent to this Agreement for three (3) years from the date of final payment, and make those records available to the Client upon written request.

SECTION 6. CHANGES TO AGREEMENT.

- A. Any modification or change to this Agreement must be set forth in a written Addendum to this Agreement and signed by authorized representatives of both parties.
- B. The parties hereto may, from time to time, propose changes in the attached Scope of services or in the Berkley Group's performance requirements. Such changes must be mutually agreed upon by the parties in writing and signed by the authorized representatives of both parties.

SECTION 7. MISCELLANEOUS PROVISIONS.

- A. Protection of Confidential Information. The Berkley Group agrees that at all times during or subsequent to the performance of the Services, the Berkley Group will keep confidential and not divulge, communicate, or use Client's Information, except for the Berkley Group's own use during the Term of this Agreement to the extent necessary to perform the Services. The Berkley Group further agrees not to cause the transmission, removal or transport of tangible embodiments of, or electronic files containing, Client's Information from Client's principal place of business, without prior written approval of Client.
- B. Hold Harmless. The Berkley Group hereby indemnifies and holds harmless the Client, its subsidiaries, and affiliates, and their officers and employees, from any damages, claims, liabilities, and costs, including reasonable attorney's fees, or losses, provided that such damages, claims, liabilities, costs, including reasonable attorney's fees, or losses, must be attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property which may in any way arise from the negligent acts, errors, or omissions of the Berkley Group and its Subcontractors, and which arise out of the Berkley Group's performance of its professional services under this Agreement, or any breach or alleged breach by the Berkley Group of this Agreement, including the warranties set forth herein ("Loss"). The Berkley Group's indemnification obligations under this clause shall not extend to claims or liabilities arising from the Client's negligence, gross negligence, willful misconduct, or breach of this Agreement. The parties agree that the Berkley Group's indemnification obligations shall not exceed the monetary amount paid by the Client for the Berkley Group's services rendered. The parties further agree that Berkley Group's obligation to indemnify any Loss under this Agreement shall not arise until liability for such Loss has been determined by a court of competent jurisdiction, or by mutual agreement of the parties. The obligations and rights of indemnification under this clause shall survive the termination or expiration of this Agreement.
- C. Taxes. The Client shall not be liable for taxes, Worker's Compensation, unemployment insurance, employers' liability, employer's FICA, social security, withholding tax, or other taxes or withholding for or on behalf of the Berkley Group or any other person consulted

or employed by the Berkley Group in performing Services under this Agreement. All such costs shall be the Berkley Group's responsibility.

- D. Jurisdiction and Venue. This Agreement shall be construed pursuant to the laws of the Commonwealth of Virginia without regard to conflict of laws provisions. The parties agree to submit to the exclusive jurisdiction and venue of the Circuit Court of the County of Rockingham, Virginia, or the United States District Court, Western District, Harrisonburg Division, over any action, suit, or proceeding arising out of or relating to this Agreement, and the parties irrevocably submit to the jurisdiction of such courts for any such action, suit, or proceeding. Severability. The provisions of this Agreement are severable, and if any one or more provisions may be determined to be illegal or otherwise unenforceable, in whole or in part, the remaining provisions and any partially unenforceable provisions to the extent enforceable shall nevertheless be binding and enforceable.
- E. Waiver. Any waiver of a default under this Agreement must be made in writing signed by the waiving Party and shall not be a waiver of any other default concerning the same or any other provision of this Agreement. No delay or omission in the exercise of any right or remedy shall impair such right or remedy or be constructed as a waiver. A consent to or approval of any act shall not be deemed to waive or render unnecessary consent to or approval of any other or subsequent act.
- F. Successors and Assigns. To the extent permitted by state law, the Berkley Group may assign this Agreement to any subsidiary or corporate affiliate, or to any successor or assign (whether direct or indirect, by purchase, merger, consolidation, or otherwise) to all or substantially all of the business or assets of Employer. The Client may not assign this Agreement or any part hereof without the prior written consent of the Berkley Group. Any purported assignment by the Client shall be null and void from the initial date of such purported assignment.
- G. Attorney's Fees. In the event any party initiates any proceedings to enforce the terms of this Agreement, the prevailing party shall be entitled to an award of its reasonable attorney's fees and costs.
- H. Headings; Recitals. Headings of the sections and paragraphs of this Agreement are intended solely for convenience of the parties, and no provision of this Agreement is to be construed by reference to the caption or heading of any section or paragraph. The recitals of this Agreement are hereby incorporated into this Agreement as if restated herein.
- I. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

The Berkley Group and Client hereby agree to the terms of this Agreement by signing below.

**FOR TOWN OF AMHERST, A POLITICAL SUBDIVISION OF THE
COMMONWEALTH OF VIRGINIA**

Date: _____

FOR BERKLEY GROUP, LLC:

Darren K. Coffey, Principal

Andrew D. Williams, CEO

Date: _____



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: February 8, 2024
Re: Berkley Group Appropriation

This memo is to request an appropriation of \$15,000 for the purpose of contracting with the Berkley Group to advertise help select qualified candidates for the opening of Police Chief.

This request is more than the stated contract amount in case there are any changes or additions that may be requested by Council prior to completion.

Please let me know if you have any questions.