

# AMHERST TOWN COUNCIL

## AGENDA

Wednesday, April 10, 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 for Richard M. Wydner (Pg. 1)- Mayor Tuggle-** *The Town Council would like to express its appreciation for Richard M. Wydner’s many years of service to the Town, most recently, in his work on the Town’s Economic Development Authority.*
  - 2. Public Hearing: FY 2024-2025 Budget (Pgs. 2-37)- Tracie Morgan-** *This time is set aside for a public hearing on the proposed budget. By Code, the budget cannot be adopted at the same meeting as the public hearing. This is slated for adoption at the May meeting.*
  - 3. Public Hearing: FY 2024-2025 Capital Improvement Plan (Pg. 17)- Tracie Morgan-** *Council has set and notice has been provided for the proposed Capital Improvement Program, as recommended by the Planning Commission.*
  - 4. Public Hearing: Outdoor Display and Storage (Pg. 38)- Sara McGuffin-** *Council has set a public hearing and notice has been provided for a public hearing to consider a code amendment that clarifies the definitions and standards related to outdoor display and storage of goods in commercially zoned areas. The proposed language is recommended by the Planning Commission on a 5-1 vote, with a concern from the opposing member that the language was not needed.*
  - 5. Public Hearing: Minor Site Plans (Pgs. 39-40)- Sara McGuffin-** *Council has set a public hearing and notice has been provided for a public hearing to consider a code amendment to add a minor site plan process for the Town. This was recommended by the Planning Commission unanimously.*
  - 6. Public Hearing: Short Term Rental (Pg. 41)- Sara McGuffin-** *Council sent language to the Planning Commission to refine the process for short term rentals. Council has set a public hearing on this and the Commission recommends it unanimously.*
- 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. 42-45)** – Drafts of the March 13<sup>th</sup> 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. 46-58)**- The check register for the month of March 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. 59-116)**
  - 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. 117-124)**
  - a. Planning Commission– met April 3, 2024, minutes attached
  - b. Economic Development Authority- no meeting, no report
  - c. Robert E. Lee SWCD- met February 22<sup>nd</sup>, 2024, minutes attached

## H. Discussion Items

1. **VDH Application for Replacement of Water Lines (Pgs. 125-134)**- Sara McGuffin- Staff recommends applying for Revolving Water Drinking Funds for water line replacements for Huff Creek Trail, Christian Springs Road, and East Monitor Road. There are undersized lines in these locations, and the opportunity to replace these will also allow for the addition of hydrants on these lines.
2. **Approve appropriation for SCADA (Pgs.135-139)**- Tracie Morgan- The Town's USDA sewer project has \$107,532 in remaining grant funds. At this time, the Town either needs to expend the funds or release them. Mr. White has worked with USDA to gain approval to use the funds for upgrades to the Wastewater Treatment Plant SCADA system. The cost for the improvements would require an additional expenditure from the Town of \$177,093 to complete the project. Staff recommends an appropriation of these funds from the General Fund for the completion of this project.
3. **Set Public Hearing for Code Amendments (Pgs. 140)**- Sara McGuffin- The Planning Commission has been working on a set of Zoning Ordinance amendments to improve the Code. Staff recommends that the Council set a public hearing for an amendment to 24-511, Surfacing.
4. **Economic Development Authority Vacancy**- - There is currently a vacancy on the Economic Development Authority. Staff has advertised the vacancy and will accept applications for Council's consideration.

## I. Matters from Staff

## J. Citizen Comments

## K. Matters from Town Council

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

## M. Adjournment

**Resolution**  
of the  
**Town Council of the Town of Amherst**

**WHEREAS**, Richard M. Wydner, Jr., is a highly respected citizen and a long-time resident of the Town of Amherst; and

**WHEREAS**, Richard M. Wydner, Jr., was appointed and agreed to serve on the Town of Amherst Industrial Development Authority, now the Economic Development Authority, from June 14, 2000, through March 31, 2024.

**WHEREAS**, Richard M. Wydner, Jr., also served as a member of the Town Council of the Town of Amherst from February 2003 through June 2006, and July 2008 through December 2014; and was a member of the Town of Amherst Planning Commission from June 2006, through December 2012; and

**WHEREAS**, Richard M. Wydner, Jr., 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 that include serving as an advisor to the Junior Achievement Program while employed by the Lynchburg Foundry; serving as a dedicated member of the Virginia Baptist Disaster Relief Team, where he traveled to New York after 9/11 and to Louisiana and Mississippi after Hurricane Katrina to help his fellow citizens; serving as a member of Gideons International; serving both as a trustee of the Amherst Cemetery Association and as a member of the Amherst Volunteer Fire Department for 25 years; and as a faithful member of the Amherst Baptist Church, serving as a Sunday School Superintendent, deacon, and in other church leadership positions as well as being active in the church's many missions in the community; and,

**WHEREAS**, the Town Council of the Town of Amherst wishes to acknowledge the services that Richard M. Wydner, Jr., has given to his community and also to express its appreciation for all that Richard M. Wydner, Jr., 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 Richard M. Wydner, Jr., 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 Richard M. Wydner, Jr.'s tenure on the Economic Development Authority 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 Richard M. Wydner, Jr., 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**

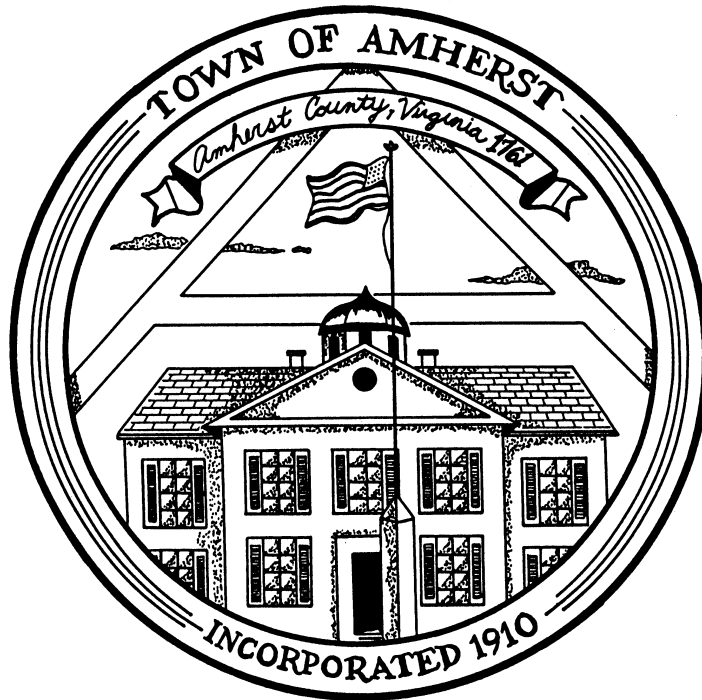
Adopted April 10, 2024.

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

Attest:

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

# Town of Amherst FY 25 Budget



Mayor D. Dwayne Tuggle  
Vice-Mayor Andra Higginbotham  
Councilor Michael H. Driskill  
Councilor Sharon W. Turner  
Councilor Kenneth S. Watts  
Councilor Janice N. Wheaton

Budget presented to Council with public hearing on April 10, 2024  
Slated for adoption on May 8, 2024

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

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



# TOWN OF AMHERST

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

## MEMO

**Date:** March 20, 2024

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

**From:** Sara McGuffin, Town Manager

**Re:** FY 25 Town of Amherst Budget

It is my pleasure to present to the Amherst Town Council the proposed FY 25 budget. The financial outlook for the Town is very positive, however, like everyone else, the Town is seeing increased costs across all sectors. This impacts all areas of the budget. Fortunately, the Town is seeing positive revenue growth and has healthy fund balances to see the Town through this time without increases in taxes or utility rates in the near term.

The Town has been the beneficiary of two grant funded projects that are under way during this current budget cycle. The Town received \$1.3 million in grant funds to replace the Sunset Drive water line and we also received \$250,000 in grant funds to assist with the Lead Service Line Inventory that is due in October. We are grateful to be able to use these funds to improve circumstances in the Town at no cost to the rate payers.

### Highlights:

- Staff recommends fully funding the first year of the Capital Improvement Program, which for this year, will only require the appropriation of funds for one police car and automated water metering, as the other projects are grant funded.
- While the economy is creating several increased expenditure lines that are beyond the control of the Town, this budget recommends only one change to any rate, fee, or taxes. Staff recommends an increase in garbage fees from \$12.00 to \$12.50/month. The cost to the Town is increased annually by the rate of inflation, the amount needs to go up to manage the increased cost to the Town.
- Last year, Council determined that the optimal way to handle the structural deficits in the water and sewer lines created by the Sterling loan (which runs

through FY 2030) is to recognize the cost and use fund balance to pay any annual deficit. Because of the Town's fiscal responsibility with these funds, there is an adequate balance to do this for several years, and the current inflation makes this the fiscally responsible approach.

- This year, staff is recommending moving forward with replacement of all water meters in Town. With the aging of our meters (many of them have over one million gallons on them), we are seeing increased loss of billed water. Replacing these meters will help bring the water and wastewater funds into balance without changing rates, as the billing will be more accurate.
- This budget assumes the continuation of Council's previous practice of increasing salaries and the pay scale by the rate of inflation for the previous year. For calendar year 2023, this amount is 3.7%. Additional raises and increases are based upon each employee's professional development plan, with a merit increase of 2%.

**Adoption Process:**

Council will be requested to set a public hearing on the budget and the Capital Improvement Program (CIP) for April 10, 2024. The CIP is anticipated to be adopted at the same meeting. The budget may not be adopted at the meeting where it is heard and is slated for adoption at the Council's May 8, 2024 meeting.

Town Manager’s Budget Message

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AN ORDINANCE TO ESTABLISH THE [BUDGET](#) FOR THE TOWN OF AMHERST, VIRGINIA FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025, MAKING REVENUE ESTIMATES AND APPROPRIATIONS FOR SAME.

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

**A. SOURCES OF FUNDS**

That for the support of the Town Government and its General Fund, for the tax year beginning on January 1, 2024, all taxes, fees, charges and penalties shall remain as heretofore set out by Ordinance, Resolution or other appropriate action of the Town Council except as the Town Council may establish or amend herein.

**B. FUND ACCOUNTING**

That the following projected sources and use of funds are hereby approved as the FY25 Town of Amherst budget and approved appropriations for the respective funds.

**Estimated Revenues**

General Fund	\$1,703,498
Water Fund	\$3,144,159
Sewer Fund	\$1,539,377
Garbage Fund	\$172,788
EDA Fund	\$70,626

**Estimated Expenditures**

General Fund	\$1,703,498
Operations	\$1,633,498
Capital Projects	\$70,000
Water Fund	\$3,144,159
- Operations	\$1,140,112
- Debt Service and Capital Projects	\$2,004,047
Sewer Fund	\$1,539,377
- Operations	\$903,534
- Debt Service and Capital Projects	\$635,843
Garbage Fund	\$172,788
EDA Fund	\$70,626

**C. TAX RATES**

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

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

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

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

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

- produce \$50/year
- Realtors: \$100/year per realtor

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

See attached Utility Rate and Fee Policy for rates related to water and sewer. The FY 25 budget holds all water and sewer rates and fees at the same level since fiscal year 2018.

The monthly garbage rate will be increased from \$12.00 per month to \$12.50 per month to account for the increase in cost to the Town, based on the annual rate of inflation.

#### **E. DONATIONS**

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

<b>Amount</b>	<b>Organization</b>	<b>Purpose/Conditions</b>
<b>\$15,000</b>	Amherst Fire Department	Operating Costs, including water, sewer, electric, training, equipment.
<b>\$3,000</b>	Village Garden Club	Civic Beautification
<b>\$2,500</b>	Amherst County Museum and Historical Society	Utilities, Programming and repairs to the Museum building.
<b>\$2,500</b>	Neighbors Helping Neighbors	Supplies for Food Bank
<b>\$1000</b>	Second Stage	Sponsorship
<b>\$2000</b>	Amherst/Nelson Tech Club	Technical assistance with events
<b>\$26,000</b>	Total Donations	

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

The Town of Amherst maintains a Fund Balance Policy to ensure that the Town has adequate funds to address emergency situations and ensure the Town's credit worthiness. Required balances for the FY21 fiscal year are as follows:

General Fund Permanent Fund	\$423,056
General Fund Contingency	\$50,726
Water Fund Permanent Fund	\$672,731
Sewer Fund Permanent Fund	\$591,340
Garbage Fund Permanent Fund	\$40,859

#### **G. PERSONNEL**

To maintain the work that has been done to keep salaries fair and competitive, the budget includes a Cost-of-Living increase for all employees of 3.7%, with an opportunity for merit raises of an additional 2%. This is consistent with changes in the Consumer Price Index last year.

Health insurance costs remained the same this year.

**H. CONDITIONS**

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

*This Ordinance was passed by a vote of the Amherst Town Council on the 8<sup>th</sup> of May, 2024 and reflects the complete budget for July 1, 2024 to June 30, 2025.*

\_\_\_\_\_  
Mayor

Attest:

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

Town of Amherst  
Schedule of Local Levy  
July 1, 2024

The following are tax levies for the fiscal year beginning July 1, 2024. The Town Code contains other tax levies and a more complete description of the Town's taxation program.

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

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

# Town of Amherst Utility Rate and Fee Policy

FY 24/25

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

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

## **Residential Customers:**

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

<u>Rate Component</u>	<u>In Town Residential Base Charge</u>	<u>In Town Use Charge per 1,000 gallons</u>	<u>Out of Town Residential Base Charge</u>	<u>Out of Town Use Charge per 1,000 gallons</u>
<b>Water:</b>				
Effective July 1, 2017	\$15.60	\$7.75	\$31.20	\$15.50
<b>Sewer:</b>				
Effective July 1, 2017	\$27.35	\$6.85	\$54.70	\$13.70
<b>Curbside Refuse Collection:</b>				
Effective July 1, 2016	\$12.50		\$12.50	

## **Nonresidential Customers:**

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

## **Deposits**

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

## **Curbside Refuse Collection:**

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

## **Fire Sprinkler Fees**

Fire sprinkler fees are as follows:

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

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

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

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

**Dormant Account Fees:**

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

**Reconnection Fee:** -

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

**Billing:**

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

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

**Adjustments for Leaks:**

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

**Late Payment Charges and Disconnect Procedures:**

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

**Restoration of Service:**

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

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

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

**Returned Payments:**

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

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

**Payment Arrangements:**

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

**Fire Hydrant Use:**

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

**Cross Connections:**

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

**Sewer Connections and Discharges:**

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

**Availability and Connection Fees:**

Availability Fees:

The Town does not charge availability fees where:



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

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

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

**Maintenance of Policy and Implementation**

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

**Town of Amherst Town Council  
NOTICE OF PUBLIC HEARINGS**

The Town of Amherst Town Council will hold public hearings at 7:00 PM on April 10, 2024, in the Council Chambers of the Town Hall at 174 South Main Street, Amherst, VA, on the following:

**Capital Improvement Program**

To receive comments on the Town's 2024 – 2025 Capital Improvement Program that identifies acquisition, construction and improvement of town facilities, and acquisition of capital equipment.

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

**Fiscal Year 2024/2025 Town of Amherst Budget**

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

**Estimated Revenues**

General Fund	\$1,703,498
Water Fund	\$3,144,159
Sewer Fund	\$1,539,377
Garbage Fund	\$172,788
EDA Fund	\$70,626

**Estimated Expenditures**

General Fund	\$1,703,498
Operations	\$1,633,498
Capital Projects	\$70,000
Water Fund	\$3,144,159
- Operations	\$1,140,112
- Debt Service and Capital Projects	\$2,004,047
Sewer Fund	\$1,539,377
- Operations	\$903,534
- Debt Service and Capital Projects	\$635,843
Garbage Fund	\$172,788
EDA Fund	\$70,626

The proposed budget maintains the previously adopted tax and utility rates and levies, with the exception of the monthly garbage rate, which is increased to \$12.50.

All interested persons may express their views by emailing [sara.mcguiffin@amherstva.gov](mailto:sara.mcguiffin@amherstva.gov) prior to the meeting. Anyone having questions regarding the above may contact the Town Hall Office at 434-946-7885.

CAPITAL IMPROVEMENT PROGRAM FY24-25									
Project Description & Ranking	CIP Committee Evaluation	Planning Commission Ranking	Total Estimated Cost	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	Recommended Sources of Funds
<b>Police</b>									
Police Tahoe SUV-	18		70,000.00	70,000.00		70,000.00			General Fund
Tazers-Reoccurring	23		41,579.00		250,000.00	4,160.00	4,160.00		General Fund
Toughbooks-Reoccurring	16		28,000.00					28,000.00	General Fund
<b>Plants</b>									
WWTP Scada	22		250,000.00	250,000.00					USDA Grants
WWTP Generator			225,000.00			225,000.00			Wastewater
Raw Influent Pumps (3)-New	19		30,000.00		10,000.00	10,000.00	10,000.00		Wastewater
WWTP Digester Blower/Motor (2)-New	17		37,572.30			37,572.30			Wastewater
Waste Sludge Flow Meter-New	12		8,000.00		8,000.00				Wastewater
WWTP NPW Upgrade-New	13		25,000.00					25,000.00	Wastewater
WWTP Step Screen/Washpress-New	18		28,267.70		28,267.70				Wastewater
<b>Maintenance</b>									
Automated Meter Reading	20		750,000.00	250,000.00	500,000.00				All Funds
Half Ton Pick-up-New	16		45,000.00			45,000.00			All Funds
Metal Structure-New	13		50,000.00					50,000.00	All Funds
Reseal Town Hall Lot-New	16		10,000.00			10,000.00			All Funds
<b>Town Hall/Finance</b>									
Town Hall Renovation-New	11		50,000.00						General Fund
<b>Water Line Replacements</b>									
Replace Author Court W/L			200,000.00		200,000.00				Grant and Water
Sunset Drive Replacement			3,000,000.00	3,000,000.00					Grant and Water
Waugh's Ferry Road Replacement			3,000,000.00			3,000,000.00			Grant and Water
Walnut Street Replacement			400,000.00					400,000.00	Grant and Water
Union Hill Replacement			420,416.00						Grant and Water
Zane Snead Replacement			294,400.00						Grant and Water
			<b>TOTAL</b>	8,963,235.00	3,570,000.00	996,267.70	3,401,732.30	14,160.00	503,000.00

## Capital Improvement Program Items Included within the FY 25 Budget:

Project Name	Description	Budget and Where Accounted	Source of Funds
Sunset Drive Water Line	Full replacement of line	\$1,300,000 Water Fund	100% grant funded
LSL Inventory	Required inventory of all water service lines in the town to comply with EPA requirements	\$250,000 Water Fund	100% grant funded
Automated Meter Reading	Replacement of all water line meters on the town system with automated reading meters	\$500,000 Water and Wastewater Funds	100% self funded
WWTP SCADA	Addition and replacement of SCADA systems in the WWTP	\$250,000	50% grant funded
Police Tahoe	Replacement of one car	\$70,000 General Fund	100% self funded

This list represents the items that are shown as funded in the budget, as well as which funds are designated for each improvement.

GENERAL FUND								
		FY 22 BUDGET	FY 23 BUDGET	FY 24 BUDGET	FY 25 BUDGET			
Account Name	Account Code	FY 22 Amended Total	FY 23 Approved	FY 24 Approved	FY 23 EOY	FY 24 @ 12/31/23	FY 25 TM Recommended	FY 25 Approved
<b>GENERAL FUND REVENUES</b>								
Real Property Taxes-Current	11010-0001	-						
Real Property Taxes-Delinquent	11010-0002	-						
Personal Property Tax-Current	11030-0001	-						
Personal Property Tax-Delinquent	11030-0002	-						
Penalties on Del Taxes	11060-0001	-						
Interest on Del Taxes	11060-0002	-						
Local Sales & Use Tax	12010-0001	120,000.00	144,000.00	146,400.00	166,424.22	88,554.37	168,000.00	
Consumer Utility Tax-Gas, Elec	12020-0001	24,000.00	25,200.00	25,000.00	25,779.51	12,793.39	25,000.00	
Electric Consumption Tax	12020-0002	18,000.00	18,000.00	18,000.00	17,339.09	7,015.04	15,000.00	
Business License Tax	12030-0006	100,000.00	115,000.00	130,000.00	188,053.84	28,037.44	180,000.00	
Business Lic Tax-Interest & Pen	12030-0007	1,000.00	2,500.00	1,300.00	4,531.42	3,393.65	4,000.00	
Motor Vehicle Licenses	12050-0001	40,000.00	40,000.00	40,000.00	42,311.64	43,150.00	42,000.00	
Motor Vehicle Licenses Penalties/Interest	12050-0002	100.00	300.00	300.00	815.08	349.96	500.00	
Bank Stock Fee	12060-0001	62,500.00	70,000.00	70,000.00	64,000.00	-	65,000.00	
Cigarette Tax	12080-0001	-	30,000.00	30,000.00	39,000.00	15,000.00	30,000.00	
Lodging Tax	12100-0001	8,400.00	12,000.00	12,000.00	16,391.12	11,078.08	20,000.00	
Meals Tax	12110-0001	480,000.00	625,000.00	700,000.00	744,791.86	390,492.30	760,000.00	
Meals Tax-Pen & Int.	12110-0002	600.00	600.00	600.00	2,657.58	223.47	600.00	
Zoning Permits	13030-0007	-			3,454.01	200.00		
Fines & Forfeitures	14010-0001	6,000.00	6,000.00	6,000.00		6,309.07	12,000.00	
Interest on Bank Deposits	15010-0001	6,000.00	3,000.00	5,000.00		45,465.46	60,000.00	
Interest on Investments	15010-0002	43,200.00	12,000.00	20,000.00	72,324.55	65,406.36	96,000.00	
VIP Unrealized Gain/Loss	15010-0003	-	0.00		(42,231.15)	41,244.89	20,000.00	
Tower Lease	15020-0005	9,403.56	9,403.56	10,859.16	11,764.09	4,524.65	10,859.16	
Rent-Firing Range	15020-0006	-				-		
Police Security	16030-0001	2,100.00		20,000.00	16,829.48	2,525.10	5,000.00	
Refunds	18030-0001	-			5,146.70	5,084.99	5,544.00	
Returned Check Fee	18030-0005	100.00	150.00	500.00	455.00	550.00	500.00	
Accident Reports	18030-0006	200.00	200.00	250.00	310.00	125.00	300.00	
Misc Rev	18030-0007	-			230.97	53.00		
Collection Fee	18030-0008	3,000.00	2,200.00	2,000.00	3,557.20	864.48	2,000.00	
Donations-Police	18990-0003	200.00			7,675.00	385.00		
Sale of Surplus Property/Salvage	18990-0005	9,955.95						
DMV Stop Fees	19020-0005	500.00	500.00	1,200.00	1,327.86	1,374.02	2,000.00	
Rolling Stock Tax	22010-0007	2,400.00	2,390.00	2,400.00	2,630.46	2,627.62	2,600.00	
Personal Property Tax Relief	22010-0009	17,455.00	17,455.00	17,455.92	17,455.92	17,455.92	17,455.92	
Rental Tax	22010-0010	2,400.00	2,400.00	3,000.00	2,545.77	1,121.03	2,200.00	
Game of Skills Tax		-	0.00					
Communication Tax from State	22010-0030	78,000.00	78,000.00	70,800.00	70,967.56	33,618.15	66,000.00	
DCJS Grants	24010-0001	-		92,000.00	24,322.00	-		
State Police Aid	24010-0003	56,608.00	58,820.00	64,664.00	64,664.00	17,003.00	64,664.00	
Fire Programs Grant	24020-0001	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	
Other Public Safety Grants	24020-0004	2,000.00						
DCJS Federal Justice Grants	33010-0009	20,756.00				71,819.10		
CARES Act Funding	33020-0002	226,063.00			1,130,893.00			
Insurance Claims	41010-0001	-			58,629.00			
Sale of Land/Vehicles/Buildings	41020-0001	-			1,850.00	600.00		
Carryover from previous year for budget balance		-						
FOIA Request	41040-0006				198.54	12.79		
Transfers from Other Funds	41050-0006	-						
Reserve Funds	42000-0000	107,547.19	188,390.21	186,127.21			11,274.73	

Account Name	Account Code	FY 22 Amended Total	FY 23 Approved	FY 24 Approved	FY 23 EOY	FY 24 @ 12/31/23	FY 25 TM Recommended	FY 25 Approved
<b>GENERAL FUND EXPENSES</b>								
<b>TOWN COUNCIL</b>								
Wages	11010-1100	11,400.00	11,400.00	11,400.00	11,372.10	5,700.00	11,400.00	
FICA	11010-2100	872.10	872.10	872.10	870.29	436.20	872.10	
Travel-Milage/Hotels/Conference	11010-5501	3,737.65	1,500.00	5,000.00	6,061.58	2,549.18	6,000.00	
Employee Recognition	11010-5811	-						
<b>Town Council Totals</b>		<b>16,009.75</b>	<b>13,772.10</b>	<b>17,272.10</b>	<b>18,303.97</b>	<b>8,685.38</b>	<b>18,272.10</b>	<b>-</b>
<b>TOWN MANAGER</b>								
Wages	12110-1100	27,073.74	28,261.74	54,705.81	44,828.99	25,975.99	45,449.80	
PT Wages	12110-1300	35,882.04	60,481.52	41,241.26	40,398.50	20,518.87	43,627.09	
FICA	12110-2100	4,816.12	6,788.86	7,339.95	6,503.34	4,172.80	6,814.38	
VRS	12110-2200	5,685.49	9,649.13	4,950.72	10,406.18	5,273.65	10,921.59	
Health Insurance	12110-2300	2,553.12	7,900.20	8,602.44	7,396.46	4,055.12	6,390.38	
Group Life Insurance	12110-2400	362.79	672.68	733.06	625.54	358.08	536.31	
STD/Long-Term Disability	12110-2500	142.95	380.89	288.85	233.37	144.48	239.97	
Unemployment Insurance	12110-2600	25.00	41.45	26.00	20.80		20.00	
Worker's Comp	12110-2700	144.11	147.83	125.04	112.69		131.80	
Professional Svcs	12110-3150	7,448.26	3,000.00	-	8,039.77	53.00	4,000.00	
Printing & Binding	12110-3500	-			-			
Advertising	12110-3600	1,000.00	1,000.00	2,000.00	2,530.36	694.21	2,500.00	
Contingency requirement	12110-5000	48,555.73	44,455.00	50,726.00	11,781.88	3,770.59	51,000.00	
Postage	12110-5210	287.50	200.00	250.00	296.49	354.32	400.00	
Telecommunications	12110-5230	540.00	540.00	540.00	540.00	270.00	1,080.00	
Crime & Cyber Insurance	12100-5307	2,956.00	2,956.00	2,225.00	2,225.00		2,225.00	
Travel-Mileage/Hotel/Conference	12110-5501	2,000.00	2,000.00	3,000.00	2,752.50	3,215.45	3,500.00	
Dues & Memberships	12110-5810	3,600.00	2,500.00	2,500.00	659.00	620.83	2,500.00	
Capital Improvement Program	12110-8000	9,532.00	135,800.00					
<b>Town Manager Totals</b>		<b>152,604.85</b>	<b>306,775.30</b>	<b>179,254.12</b>	<b>139,350.87</b>	<b>69,477.39</b>	<b>181,336.32</b>	<b>0.00</b>
Town Attorney	12210-3150	25,000.00	25,000.00	26,750.00	24,020.23	12,700.00	28,274.75	
Independent Auditor	12240-3150	20,000.00	20,000.00	20,000.00	19,850.00	-	20,000.00	
<b>FINANCE DEPARTMENT</b>								
Wages	12420-1100	42,626.35	46,280.54	49,879.28	41,782.92	25,700.76	54,869.29	
PT Wages	12420-1300	4,422.57	4,750.80	5,083.25	4,388.35	2,215.73	5,376.13	
FICA	12420-2100	3,599.24	3,903.90	4,204.63	3,701.46	2,317.74	4,608.77	
VRS	12420-2200	6,820.22	7,835.30	8,444.56	8,735.68	5,139.03	11,634.26	
Health Insurance	12420-2300	6,902.88	7,489.80	8,155.56	9,700.65	8,896.80	10,819.12	
Group Life Insurance	12420-2400	571.19	620.16	668.38	627.78	399.03	647.46	
Hybrid Disability	12420-2500				24.12	26.40	55.76	
Unemployemnt Insurance	12420-2600	45.00	29.83	41.60	74.61	6.59	32.00	
Worker's Comp	12420-2700	120.37	130.19	104.03	97.52	-	112.99	
DMV Stops	12420-3009	1,000.00	1,200.00	2,000.00	1,525.00	1,425.00	2,000.00	
Professional Svcs	12420-3150	2,800.00	2,800.00	3,800.00	3,668.86	22.86	3,800.00	
Banking Service Charges	12420-3160	200.00	840.00	800.00	567.01	28.00	100.00	
VIP Management Fee	12420-3170	4,000.00	3,500.00	3,500.00	2,906.34	1,230.19	3,500.00	
Service Contracts	12420-3320	4,250.00	4,250.00	4,250.00	3,507.60	4,299.33	4,600.00	
Advertising	12420-3600	200.00	200.00	200.00	151.54	507.08	200.00	
Postage	12420-5210	2,000.00	3,000.00	3,000.00	2,702.44	2,210.58	3,000.00	
Telecommunications	12420-5230	1,080.00	1,080.00	1,080.00	1,035.00	780.41	1,080.00	
Tuition Reimbursement	12420-5400	-	5,000.00	8,000.00	5,294.50	5,506.00	1,200.00	
Travel-Mileage/Hotel/Conference	12420-5501	1,000.00	1,000.00	3,000.00	3,332.04	592.63	3,000.00	
Dues & Memberships	12420-5810	200.00	210.00	300.00	370.00	200.00	520.00	
Office Supplies	12420-6001	3,500.00	4,000.00	4,000.00	7,551.87	1,614.28	4,000.00	
<b>Finance Totals</b>		<b>85,337.83</b>	<b>98,120.51</b>	<b>110,511.30</b>	<b>101,745.29</b>	<b>63,118.44</b>	<b>115,155.78</b>	<b>0.00</b>

Account Name	Account Code	FY 22 Amended Total	FY 23 Approved	FY 24 Approved	FY 23 EOY	FY 24 @ 12/31/23	FY 25 TM Recommended	FY 25 Approved
<b>Information Technology</b>								
I.T. Services	12510-3150	13,880.00	9,000.00	9,000.00	8,622.25	283.28	15,000.00	
Phone Maintenance	12510-3330	500.00	500.00					
Website Maintenance	12510-3340	1,000.00	1,000.00	1,000.00	450.00	450.00	1,000.00	
Microsoft Office Service	12510-5600	6,300.00	6,480.00	8,000.00	9,287.88	4,639.75	10,000.00	
I.T. Supplies	12510-6002	2,399.76	3,000.00	5,000.00	6,753.57	12,748.12	5,000.00	
I.T. Equipment	12510-8001	1,600.24	1,000.00	5,000.00	913.87		5,000.00	
<b>I.T. Totals</b>		<b>25,680.00</b>	<b>20,980.00</b>	<b>28,000.00</b>	<b>26,027.57</b>	<b>18,121.15</b>	<b>36,000.00</b>	<b>-</b>
<b>POLICE DEPARTMENT</b>								
Wages	31100-1100	338,419.96	379,712.76	436,639.62	408,589.03	228,898.57	489,307.91	
Overtime	31100-1200	3,500.00	3,500.00	8,453.09	694.81	5,205.99	9,667.19	
PT Wages	31100-1300	37,126.59	47,634.99	31,516.13	18,526.64	10,259.04	30,000.00	
Other Pay/Holiday	31100-1400	14,021.69	16,547.41	13,904.30	7,531.25	6,826.13	15,798.25	
Security Wages	31100-1500	1,732.50		20,000.00	15,080.00	2,557.50	5,000.00	
FICA	31100-2100	29,460.30	34,225.73	37,524.26	33,242.01	18,351.98	41,676.89	
VRS	31100-2200	52,874.99	67,999.53	73,923.09	66,142.16	39,024.44	101,323.94	
Health Insurance	31100-2300	58,344.00	66,690.00	74,262.00	67,641.50	36,203.34	83,575.80	
Group Life Insurance	31100-2400	4,428.28	5,295.57	5,850.97	5,913.85	2,895.35	5,773.83	
STD/Long-Term Disability	31100-2500			123.94	96.50	61.98	131.10	
Unemployment Insurance	31100-2600	70.00	221.64	93.45	152.53	11.05	68.73	
Worker's Comp	31100-2700	11,774.39	17,484.23	14,140.78	11,498.63	-	16,356.36	
LODA Insurance	31100-2710	6,125.00	6,125.00	2,642.00	2,642.00	-	3,300.00	
Maint Services	31100-3310			2,000.00	1,025.00	425.00	2,000.00	
Professional Services	31100-3320	8,500.00	6,000.00	4,000.00	11,091.36	4,000.00	8,000.00	
CODE RED	31100-3400	2,700.00	2,700.00	2,700.00	2,700.00	-	2,700.00	
Advertising	31100-3600	400.00	500.00	500.00	843.92		1,200.00	
Postage	31100-5210	500.00	500.00	500.00	49.15	66.00	500.00	
Telecommunications	31100-5230	11,700.00	11,760.00	10,000.00	8,281.16	3,639.01	11,640.00	
Motor Vehicle Insurance	31100-5305	3,722.96	3,722.96	2,844.68	2,844.68		2,933.78	
Other Property Insurance	31100-5306	545.42	545.42	163.69	163.69		534.96	
Tuition Reimbursement	31100-5400	-	0.00					
Travel-Mileage/Conference/Hotel	31100-5501	10,000.00	4,000.00	5,000.00	1,920.20	1,682.49	8,000.00	
Public Safety Event	31100-5700	6,000.00	6,000.00	12,000.00	18,441.56	-	15,000.00	
Fire Range Fees	31100-5800	3,000.00	3,000.00	3,000.00	929.83	593.56	3,000.00	
Attorney Fees	31100-5801	3,000.00	2,000.00	2,000.00	1,350.00	1,020.00	2,000.00	
Dues & Memberships	31100-5810	5,500.00	5,500.00	6,000.00	5,265.00	4,248.00	6,000.00	
Office Supplies	31100-6001	2,000.00	3,000.00	3,000.00	8,437.10	631.44	3,000.00	
K-9 Supplies	31100-6003			4,000.00	4,284.27	1,209.10	4,500.00	
Fuel	31100-6008	15,000.00	15,000.00	20,000.00	17,448.87	8,341.07	20,000.00	
Vehicle/Power Equipment Supplies	31100-6009	9,000.00	9,000.00	9,000.00	12,381.13	1,091.97	9,000.00	
Police Supplies	31100-6010	34,459.95	28,000.00	45,000.00	37,640.93	26,899.07	20,000.00	
Uniforms	31100-6011	5,000.00	4,000.00	4,000.00	4,054.68	1,728.56	4,000.00	
Crime Prevention	31100-6030	5,000.00	4,000.00	5,000.00	7,767.99	4,534.08	5,000.00	
Investigation Expense	31100-6032	1,000.00	2,500.00	2,500.00	2,180.12	1,007.43	3,000.00	
Vehicles	31100-8005	91,812.84	0.00	104,692.08	47,334.82	101,133.40	70,000.00	
<b>Police Department</b>		<b>776,718.87</b>	<b>757,165.25</b>	<b>966,974.08</b>	<b>834,186.37</b>	<b>512,545.55</b>	<b>1,003,988.74</b>	<b>0.00</b>
<b>PUBLIC SAFETY</b>								
Fire Dept Contributions	32200-5600	12,250.00	12,500.00	15,000.00	12,500.00	15,000.00	15,000.00	
Fire Programs Grants	32200-5701	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	
<b>Public Safety</b>		<b>27,250.00</b>	<b>27,500.00</b>	<b>30,000.00</b>	<b>27,500.00</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>0.00</b>
Streetlights	41320-5100	26,000.00	26,000.00	26,085.79	31,438.13	14,079.92	34,135.00	

Account Name	Account Code	FY 22 Amended Total	FY 23 Approved	FY 24 Approved	FY 23 EOY	FY 24 @ 12/31/23	FY 25 TM Recommended	FY 25 Approved
<b>GENERAL PROPERTIES</b>								
Wages	43200-1100	20,395.67	21,904.95	43,140.93	27,119.30	22,218.32	45,631.89	
PT Wages	43200-1300	13,447.46	14,442.71	15,452.12	9,651.38	5,492.65	16,343.74	
Other Pay/Holiday	43200-1400	318.56	342.14	4,125.28	179.43	261.92	392.71	
FICA	43200-2100	2,613.37	2,806.77	3,300.28	2,781.62	2,137.57	4,771.18	
VRS	43200-2200	3,263.31	3,708.51	7,303.76	6,349.10	4,415.11	10,070.09	
Health Insurance	43200-2300	5,863.20	6,225.00	10,613.40	5,992.59	5,108.27	11,674.74	
Group Life Insurance	43200-2400	273.30	293.53	578.09	368.59	412.84	538.46	
Long-Term Disability	43200-2500	-	-	100.10	-	-	105.88	
Unemployment Insurance	43200-2600	60.00	46.20	83.20	92.00	5.39	64.00	
Worker's Comp	43200-2700	183.20	196.74	146.91	119.19	237.00	849.24	
Maintenance Contracts	43200-3310	-	-	-	-	-	-	
Electric	43200-5100	8,000.00	8,000.00	7,702.59	24,291.15	4,346.67	10,350.00	
Heating Services	43200-5110	5,000.00	3,500.00	4,500.00	2,424.28	1,040.52	4,000.00	
Water/Sewer	43200-5120	2,970.92	3,400.00	3,759.00	3,550.15	1,715.65	3,720.00	
Telecommunication	43200-5230	11,120.00	10,600.00	11,136.00	15,063.39	7,134.72	12,084.00	
Property Insurance	43200-5304	563.21	563.21	358.22	358.22	-	384.01	
Motor Vehicle Insurance	43200-5305	1,474.64	1,474.64	1,126.76	1,126.76	-	1,162.05	
Other Property Insurance	43200-5306	1,307.21	1,307.21	1,281.25	1,281.25	-	2,841.13	
General Liability Insurance	43200-5308	14,783.00	14,783.00	5,433.00	7,238.00	-	5,475.00	
Lease of Equipment	43200-5410	2,000.00	7,000.00	7,000.00	6,147.88	1,923.70	10,000.00	
Travel-Mileage/Conference/Hotel	43200-5501	1,915.11	1,000.00	3,000.00	2,149.66	1,018.68	4,000.00	
Dues & Memberships	43200-5810	-	-	0.00	-	-	-	
Office Supplies	43200-6001	750.00	750.00	750.00	467.06	28.85	750.00	
Janitorial Supplies	43200-6005	2,084.89	3,000.00	3,000.00	1,355.95	292.32	3,000.00	
Repair & Maint. Supplies	43200-6007	17,884.43	21,500.00	21,500.00	4,258.18	7,508.03	21,500.00	
Fuel	43200-6008	15,000.00	15,000.00	20,000.00	16,680.86	5,412.90	20,000.00	
Vehicle/Power Equipment Supplies	43200-6009	24,000.00	24,000.00	24,000.00	23,248.70	6,200.37	24,000.00	
Uniforms	43200-6011	3,000.00	2,500.00	2,500.00	1,787.42	-	3,000.00	
Christmas Decorations	43200-6012	5,615.57	3,500.00	4,000.00	3,964.23	3,536.72	4,000.00	
Ag Supplies	43200-6013	2,000.00	2,000.00	2,500.00	2,991.66	224.00	2,500.00	
Equipment/Vehicles	43200-8005	83,114.00	-	68,000.00	30,053.70	-	-	
<b>General Properties Totals</b>		<b>249,001.06</b>	<b>173,844.61</b>	<b>276,390.90</b>	<b>201,091.70</b>	<b>80,672.20</b>	<b>223,208.12</b>	<b>0.00</b>
Second Stage Contri	71300-5600	-	0.00	-	-	-	1,000.00	
Amherst Mountain Bike Club	71500-5600	-	-	-	-	-	-	
Village Garden Club Contri.	72100-5600	3,000.00	3,000.00	3,000.00	3,000.00	-	3,000.00	
Amherst/Nelson Tech Club		-	-	-	-	-	2,000.00	
Museum Contributions	72200-5600	2,500.00	2,500.00	3,000.00	2,500.00	-	2,500.00	
<b>Planning/Zoning</b>								
Professional Services	81100-3100	-	-	-	-	-	-	
Advertising	81100-3600	200.00	200.00	-	812.56	345.12	800.00	
Postage	81100-5210	75.00	75.00	-	94.06	-	100.00	
Dues/Memberships	81100-5810	1,045.00	1,075.00	1,118.00	1,118.00	-	1,227.00	
<b>General Properties Totals</b>		<b>1,320.00</b>	<b>1,350.00</b>	<b>1,118.00</b>	<b>2,024.62</b>	<b>345.12</b>	<b>2,127.00</b>	<b>0.00</b>
<b>Community Development</b>								
Chamber of Commerce Contri.	81600-5600	-	0.00	-	-	-	-	
Neighbors Helping Neighbors Contri.	83500-5600	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	
<b>Community Development Totals</b>		<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>0.00</b>
Purchase of Land/Buildings	94000-8000	50,566.35	-	0	-	-	-	0
<b>General Fund Expense Total</b>		<b>1,463,488.70</b>	<b>1,478,507.77</b>	<b>1,690,856.29</b>	<b>1,433,538.75</b>	<b>812,245.15</b>	<b>1,703,497.81</b>	<b>-</b>



WATER FUND								
		FY 22 Budget	FY 23 Budget	FY 24 Budget	FY 24 Budget			
Account Name	Account Code	FY 22 Amended Total	FY 23 Approved	FY 24 Approved	FY 23 EOY	FY 24 @ 12/31/23	FY 25 Town Manager Recommended	FY 25 Approved
<b>WATER FUND REVENUE</b>								
Water In-Town Base Charges	16080-0005	245,907.94	254,707.54	269,934.29	241,286.38	132,783.19	258,869.76	
Water OT Base Charges	16080-0006	175,554.62	150,338.98	175,851.84	182,021.17	73,291.26	154,342.85	
Water In-Town Usage Charge	16080-0007	390,858.85	374,019.84	408,047.97	404,723.38	199,232.62	392,788.62	
Water OT Usage Charges	16080-0008	291,729.53	253,848.46	291,179.13	299,352.57	120,634.80	256,224.77	
Penalties	16080-0009	18,000.00	20,000.00	20,000.00	46,356.43	17,038.66	35,000.00	
Trip Charges	16080-0010	10,000.00	12,000.00	8,000.00	7,737.46	5,450.00	8,000.00	
Dormant Acct Fee	16080-0011	3,856.83	3,662.66	3,715.33	3,693.97	1,840.85	3,540.63	
Fire Sprinklers	16080-0012	4,781.00	4,749.55	4,764.00	4,764.00	2,382.00	4,764.00	
Avalability Fee	16080-0013	0.00		3,000.00	11,891.61	4,346.69	5,000.00	
Water Charges-SBC	16080-0014	119,488.32	131,625.12	131,625.12	97,921.69	48,150.00	96,300.00	
Water Construction Reimbursement	16080-0016						26,227.20	
Reimbursement of Const. Cost	19020-0004	0.00				13,113.60		
Grant Revenue-Lead Service Line	21000-0000	0.00			1,061,309.91		187,000.00	
Grant Revenue-Sunset Project	21000-0001						1,300,000.00	
	33020-0002	0.00						
Transfer from Reserve	41040-0006	0.00	7,663.39	101,851.33				
Utility Account Deposits	41060-0007				800.00	212.48	1,000.00	
Transfer from Other Fund		11,011.37					415,101.10	
<b>Revenue Totals</b>		<b>1,271,188.46</b>	<b>1,212,615.54</b>	<b>1,417,969.00</b>	<b>2,361,858.57</b>	<b>618,476.15</b>	<b>3,144,158.92</b>	<b>0.00</b>
<b>WATER FUND EXPENSES</b>								
<b>TOWN MANAGER</b>								
Wages	12110-1100	40,109.24	41,869.24	43,962.71	41,698.28	22,965.43	61,355.59	
PT Wages	12110-1300	4,485.25	4,817.90	5,058.80	4,835.19	2,564.90	5,453.39	
FICA	12110-2100	3,411.48	3,571.57	3,750.15	3,759.11	2,048.43	5,110.89	
VRS	12110-2200	8,422.94	8,792.54	9,232.17	8,743.59	4,842.14	14,743.75	
Health Insurance	12110-2300	3,782.40	4,104.00	4,468.80	4,054.19	2,223.03	7,261.80	
Group Life Insurance	12110-2400	537.46	561.05	589.10	557.99	305.95	724.00	
STD/Long-Term Disability	12110-2500	211.78	221.07	232.12	233.48	112.16	323.96	
Unemployment Insurance	12110-2600	0.00						
Contingency	12110-5000	21,148.72						
<b>Town Manager Totals</b>		<b>82,109.28</b>	<b>\$ 63,937.36</b>	<b>\$ 67,293.84</b>	<b>63,881.83</b>	<b>35,062.04</b>	<b>94,973.36</b>	<b>\$ -</b>
<b>FINANCE DEPARTMENT</b>								
Wages	12420-1100	37,680.66	40,718.94	37,853.15	40,384.20	19,006.64	42,815.36	
PT Wages	12420-1300	8,845.14	9,501.60	9,976.48	8,776.75	4,431.43	10,752.27	
FICA	12420-2100	3,559.22	3,841.87	3,658.97	3,673.14	1,670.54	4,097.92	
VRS	12420-2200	6,028.91	6,893.72	6,408.54	6,030.86	2,868.53	9,513.12	
Health Insurance	12420-2300	6,719.20	7,182.00	7,820.40	6,342.98	1,385.65	7,820.40	
Group Life Insurance	12420-2400	504.92	545.63	507.23	497.55	227.09	505.22	
Hybrid Disability	12420-2500				47.22	51.60	109.09	
Unemployment Insurance	12420-2600	0.00			-			
Professional Services	12420-3120	0.00			-			
Banking Service Charges	12420-3160	100.00	-	200.00	119.29		200.00	
Support Contracts	12420-3320	3,700.00	3,600.00	3,600.00	2,750.00	3,208.33	3,500.00	
Misc Exp	12420-5000	0.00						
Postage	12420-5210	3,710.00	3,500.00	3,600.00	3,848.83	1,878.28	4,000.00	
Supplies	12420-6001	2,200.00	2,200.00	2,200.00	1,486.00	1,723.00	2,000.00	
<b>Finance Totals</b>		<b>73,048.04</b>	<b>\$ 77,983.77</b>	<b>\$ 75,824.77</b>	<b>\$ 73,956.82</b>	<b>\$ 36,451.09</b>	<b>85,313.38</b>	<b>\$ -</b>

Account Name	Account Code	FY 22 Amended Total	FY 23 Approved	FY 24 Approved	FY 23 EOY	FY 24 @ 12/31/23	FY 25 Town Manager Recommended	FY 25 Approved
<b>WATER OPERATIONAL DEPARTMENT</b>								
Wages	44000-1100	133,883.24	145,735.81	170,869.00	148,630.30	97,656.25	167,842.87	
Overtime	44000-1200	5,850.00				1,177.17		
PT Wages	44000-1300	14,758.57	15,849.66	27,299.88	12,531.07	14,526.16	30,209.05	
Other/Holiday	44000-1400	10,424.25	5,961.45	6,114.07	10,820.98	6,041.69	6,621.08	
FICA	44000-2100	14,081.05	12,817.34	15,627.65	11,644.96	8,776.10	15,657.48	
VRS	44000-2200	21,421.32	24,673.07	22,983.97	23,168.65	16,378.47	37,375.38	
Health Insurance	44000-2300	23,640.00	25,650.00	33,516.00	26,333.77	19,325.97	33,516.00	
Group Life Insurance	44000-2400	1,794.04	1,952.86	2,289.64	1,840.82	1,307.63	1,980.55	
Long-Term Disability	44000-2500	299.75	227.39	492.41	183.99	139.96	440.09	
Unemployment Insurance	44000-2600	50.00	92.40	41.60	98.63	10.19	32.00	
Worker's Comp	44000-2700	6,174.24	5,374.40	4,115.07	2,600.00		4,105.22	
Water Shed Mgmt	44000-3100	0.00						
Testing Services	44000-3140	31,000.00	31,000.00	31,000.00	8,359.91	1,427.09	31,000.00	
Professional Svcs	44000-3150	3,200.00	3,200.00	3,200.00	3,250.00	1,500.00	3,200.00	
Repair & Maint. Svcs	44000-3310	10,000.00	10,000.00	10,000.00	2,501.04	1,457.24	10,000.00	
Advertising	44000-3600	2,000.00	2,000.00	2,000.00	1,148.00		2,000.00	
Electrical Svcs	44000-5100	46,000.00	37,000.00	47,707.13	59,008.82	32,801.43	68,952.59	
Water & Sewer	44000-5120	8,883.29	7,500.00	40,400.00	40,251.19	9,239.72	104,400.00	
Postage	44000-5210	2,000.00	2,000.00	2,000.00	285.30	8.13	2,000.00	
Telecommunications	44000-5230	5,040.00	4,500.00	5,040.00	3,823.74	2,327.70	7,500.00	
Property Insurance	44000-5304	3,106.98	3,106.98	1,976.14	1,976.14		2,215.50	
Motor Vehicle Insurance	44000-5305	472.06	472.06	360.70	360.70		372.00	
Travel-Mileage/Hotel/Conference	44400-5501	4,000.00	3,000.00	3,000.00	870.00	350.00	3,000.00	
Lease/Rent Equipment	44000-5410	0.00						
Permits	44000-5600	4,000.00	4,000.00	7,500.00	3,558.00	3,558.00	7,000.00	
Dues & Memberships	44000-5810	5,000.00	2,000.00	2,000.00	1,027.00	225.00	2,000.00	
Office Supplies	44000-6001	2,500.00	2,000.00	2,000.00	461.85	2,541.81	2,000.00	
Lab Supplies	44000-6004	15,000.00	15,000.00	15,000.00	6,791.02	24,718.41	15,000.00	
Repair & Maint. Supplies	44000-6007	25,000.00	20,000.00	20,000.00	4,426.85	20,059.41	20,000.00	
Fuel/Oil	44000-6008	2,000.00	2,000.00	3,000.00	2,087.38		3,000.00	
Vehicle & Equip Supplies	44000-6009	5,000.00	4,000.00	3,000.00	804.72	567.84	3,000.00	
Uniforms	44000-6011	1,500.00	1,500.00	1,500.00	1,485.80	931.62	1,500.00	
Chemicals	44000-6051	68,000.00	70,000.00	108,000.00	73,250.13	34,731.24	108,000.00	
Equipment	44000-8005	25,000.00	25,000.00	15,000.00		167.85	15,000.00	
<b>Operational Totals</b>		<b>501,078.78</b>	<b>487,613.43</b>	<b>607,033.24</b>	<b>453,580.76</b>	<b>301,952.08</b>	<b>708,919.80</b>	<b>0.00</b>

Account Name	Account Code	FY 22 Amended Total	FY 23 Approved	FY 24 Approved	FY 23 EOY	FY 24 @ 12/31/23	FY 25 Town Manager Recommended	FY 25 Approved
<b>WATER MAINTENANCE DEPARTMENT</b>								
Wages	45000-1100	101,978.35	109,524.75	125,683.37	107,917.45	55,148.44	137,919.66	
PT Wages	45000-1200	650.97	699.29	734.15	700.06	431.16	791.17	
Other Pay/Holiday	45000-1300	1,592.82	1,710.69	1,821.68			1,963.56	
FICA	45000-2100	7,972.99	8,563.01	9,810.30	8,164.81	4,264.56	10,761.59	
VRS	45000-2200	16,316.54	18,542.54	21,278.19	17,342.34	9,064.14	28,665.84	
Health Insurance	45000-2300	5,264.18	23,085.00	27,930.00	22,206.33	11,284.72	27,930.00	
Group Life Insurance	45000-2400	1,366.51	1,467.63	1,684.16	1,445.40	728.35	1,627.45	
Long-Term Disability	45000-2500	0.00		50.05	-		52.94	
Unemployment Insurance	45000-2600	0.00						
Worker's Comp	45000-2700	7,348.03	7,737.04	6,380.09	4,282.23		6,031.12	
Repair & Maint. Svcs	45000-3310	0.00		1,000.00			1,000.00	
Professional Services	45000-3320				3,375.00			
Miss Utility	45000-5130	800.00	800.00	800.00	294.00	77.00	800.00	
Telecommunication	45000-5230	0.00			-			
Motor Vehicle Insurance	45000-5305	1,474.64	1,474.64	1,126.76	1,126.76		1,162.05	
Lease of Equipment	45000-5410	2,000.00	2,000.00	5,000.00	-		5,000.00	
Travel-Mileage/Conference/Hotel	45000-5501	2,000.00	2,000.00	2,000.00			2,000.00	
Dues & Memberships	45000-5810	200.00	200.00	200.00	160.00		200.00	
Repair & Maint. Supplies	45000-6007	20,000.00	20,000.00	20,000.00	22,871.41	4,870.59	25,000.00	
Fuel	45000-6008	0.00						
Vehicle/Power Equipment Supplies	45000-6009	0.00				312.50		
Uniforms	45000-6011	0.00						
Equipment/Vehicles	45000-8005	0.00		18,000.00		37,366.50		
<b>Maintenance Totals</b>		<b>168,965.04</b>	<b>197,804.60</b>	<b>243,498.75</b>	<b>189,885.79</b>	<b>123,547.96</b>	<b>250,905.39</b>	<b>-</b>
Revenue Refunds	92000-9000	14,862.65						
WTP Improvements	94000-8002	0.00				333,674.40		
Sunset Waterline Replacement	94000-8003						1,300,000.00	
<b>Debt Payments</b>								
60W W/L Principle	95000-9000	16,210.00	16,697.98	17,202.68	16,697.98	8,537.31	17,722.64	
60W W/L Interest	95000-9001	12,836.00	10,288.28	11,841.24	12,345.94	5,984.65	11,321.28	
Mainstreet W/L Principle	95000-9004	76,620.00	78,352.35	78,352.35	78,352.35	39,838.51	81,938.15	
Mainstreet W/L Interest	95000-9005	46,332.95	14,866.45	14,866.45	44,599.33	21,637.33	41,013.53	
Sterling Debt Refi Prin	95000-9006	95,640.00	98,887.58	102,248.00	98,887.59	51,123.42	105,720.27	
Sterling Debt Refi Interest	95000-9007	31,565.00	28,315.66	24,960.00	28,315.66	12,929.44	21,482.95	
Water Plant Upgrades Prin	95000-9008	0.00	44,529.08	84,247.39	44,529.08	47,431.47	96,853.57	
Water Plant Upgrades Interest	95000-9009	0.00	92,895.00	90,600.30	85,207.21	39,992.62	77,994.61	
Debt Reserve	95000-9010	150,788.34						
Capital Improvement Program		0.00					250,000.00	
<b>Debt Totals</b>		<b>429,992.29</b>	<b>384,832.38</b>	<b>424,318.41</b>	<b>408,935.14</b>	<b>227,474.75</b>	<b>704,047.00</b>	<b>-</b>
<b>Water Fund Expense Totals</b>		<b>1,270,056.09</b>	<b>1,212,171.53</b>	<b>1,417,969.00</b>	<b>1,190,240.34</b>	<b>1,058,162.32</b>	<b>3,144,158.92</b>	<b>-</b>

SEWER FUND								
		FY 22 Budget	FY 23 Budget	FY 24 Budget	FY 25 Budget			
Account Name	Account Code	FY 22 Amended Total	FY 23 Approved	FY 24 Approved	FY 23 EOY	FY 24 @ 12/31/23	FY 25 Town Manager Recommended	FY 25 Approved
<b>SEWER REVENUE</b>								
Sewer In-Town Base Charges	16080-0005	327,844.37	342,220.20	366,129.74	341,001.55	180,243.33	390,945.22	
Sewer OT Base Charges	16080-0006	155,026.20	133,646.24	144,879.09	134,046.06	45,862.70	97,260.45	
Sewer In-Town Usage Charge	16080-0007	255,899.08	243,134.20	269,596.69	262,899.61	130,753.87	292,422.04	
Sewer OT Usage Charges	16080-0008	126,189.06	108,786.08	117,929.46	109,111.56	37,086.06	79,168.59	
Penalties	16080-0009	18,000.00	20,000.00	15,000.00	23,233.95	14,065.74	25,000.00	
Dormant Acct Fee	16080-0011	5,382.01	5,217.14	5,395.54	5,510.05	2,832.34	5,353.58	
Avalability Fee	16080-0012	-	-	-	-	-	-	
SBC-Rut. Creek Operations	19020-0003	42,000.00	48,000.00	50,000.00	54,102.29	29,890.12	55,000.00	
SBC Sewer Rehab	19020-0004	-	-	11,172.00	13,965.00	5,586.00	11,172.00	
Reimbursement of Const. Cost	19020-0005	-	-	-	-	-	-	
Nutrient Credit	24040-0003	700.00	600.00	400.00	304.61	389.47	400.00	
CARES Act Utility Forgiveness	33020-0002	11,011.37	-	-	-	-	-	
Transfer from Reserve		-	-	227,326.61	-	-	582,655.53	
USDA Grant Funds	41040-0006	-	139,338.26	-	468,231.00	-	-	
<b>Revenue Totals</b>		<b>942,052.08</b>	<b>1,040,942.12</b>	<b>1,207,829.13</b>	<b>1,412,405.68</b>	<b>446,709.63</b>	<b>1,539,377.41</b>	<b>-</b>
<b>SEWER EXPENSES</b>								
<b>TOWN MANAGER</b>								
Wages	12110-1100	30,081.93	31,401.93	37,524.95	31,518.07	17,224.06	36,705.65	
PT Wages	12110-1300	4,036.73	4,336.11	4,552.92	4,351.67	2,308.41	5,453.39	
FICA	12110-2100	2,610.08	2,733.96	2,870.66	2,874.67	1,565.66	3,225.17	
VRS	12110-2200	6,317.21	6,594.41	6,924.13	6,557.70	3,631.58	8,820.37	
Health Insurance	12110-2300	2,836.80	3,078.00	3,351.60	3,040.69	1,667.32	3,686.76	
Group Life Insurance	12110-2400	403.10	420.79	441.83	418.32	229.51	433.13	
STD/Long-Term Disability	12110-2500	158.83	165.80	174.09	165.70	91.62	193.81	
Unemployment Insurance	12110-2600	-	-	-	-	-	-	
Contingency	12110-5000	13,584.47	-	-	-	-	-	
<b>Town Manager Totals</b>		<b>60,029.15</b>	<b>48,730.99</b>	<b>55,840.17</b>	<b>48,926.82</b>	<b>26,718.16</b>	<b>58,518.26</b>	<b>-</b>
<b>FINANCE DEPARTMENT</b>								
Wages	12420-1100	29,724.15	32,163.66	30,609.39	33,467.38	15,568.54	35,042.28	
PT Wages	12420-1300	8,624.01	9,264.06	9,727.07	8,557.28	4,320.62	10,483.46	
FICA	12420-2100	2,933.63	3,169.22	3,085.74	2,978.28	1,403.94	3,482.72	
VRS	12420-2200	4,755.86	5,445.31	5,182.17	4,829.93	2,398.82	7,676.26	
Health Insurance	12420-2300	5,106.24	5,540.40	6,703.20	4,969.68	1,330.44	6,636.17	
Group Life Insurance	12420-2400	398.30	430.99	410.17	399.23	189.84	413.50	
Unemployment Insurance	12420-2600	-	-	-	31.50	34.38	-	
Banking Service Charges	12420-3160	100.00	-	-	-	-	-	
Service Contracts	12420-3320	3,710.00	3,700.00	3,000.00	2,750.00	3,208.34	3,500.00	
Postage	12420-5210	3,710.00	3,700.00	3,700.00	3,257.29	1,878.31	4,000.00	
Supplies	12420-6001	2,200.00	2,200.00	2,000.00	1,486.00	1,723.00	2,000.00	
<b>Finance Totals</b>		<b>61,262.21</b>	<b>65,613.65</b>	<b>64,417.73</b>	<b>62,726.57</b>	<b>32,056.23</b>	<b>73,234.39</b>	<b>-</b>

Account Name	Account Code	FY 22 Amended Total	FY 23 Approved	FY 24 Approved	FY 23 EOY	FY 24 @ 12/31/23	FY 25 Town Manager Recommended	FY 25 Approved
<b>SEWER OPERATIONAL DEPARTMENT</b>								
Wages	44000-1100	127,197.95	138,423.95	181,011.05	141,333.84	61,468.43	202,634.89	
PT Wages	44000-1300	-				-		
Other/Holiday	44000-1400	5,051.42	5,553.68	5,766.59	6,434.14	3,091.32	6,588.68	
FICA	44000-2100	10,117.08	11,014.29	14,288.49	12,180.97	4,978.71	16,005.60	
VRS	44000-2200	20,351.67	23,435.17	30,645.17	23,433.01	10,498.01	43,304.92	
Health Insurance	44000-2300	23,640.00	25,650.00	33,516.00	22,417.73	11,282.53	33,516.00	
Group Life Insurance	44000-2400	1,704.45	1,854.88	2,425.55	1,857.13	833.32	2,391.09	
Long-Term Disability	44000-2500	191.95	214.27	224.98	214.20	119.26	257.06	
Unemployment Insurance	44000-2600	-	66.00	41.60	31.20			
Worker's Comp	44000-2700	2,239.22	2,376.64	3,359.10	2,750.00		3,762.31	
Sludge & Trash Removal-Rut.Crk	44000-3120	2,000.00	2,000.00	2,000.00	643.25		5,000.00	
Testing Services	44000-3140	38,000.00	38,000.00	50,666.00	26,632.43	20,860.22	53,655.29	
Professional Svcs	44000-3150	3,200.00	3,200.00	3,000.00	2,750.00	1,500.00	3,000.00	
Repair & Maint. Svcs-Rut Crk	44000-3310	15,000.00	14,000.00	18,666.00	6,988.36	7,413.37	18,666.00	
Advertising	44000-3600	500.00	500.00	500.00	352.20		500.00	
Electrical Svcs-Rut. Crk	44000-5100	35,000.00	35,000.00	41,426.32	49,149.73	26,309.68	53,000.00	
Water, Sewer -Rut. Crk	44000-5120	6,000.00	6,000.00	9,705.00	6,505.22	2,118.14	7,400.00	
Electrical Svcs-Pump Station	44000-5130	2,000.00	1,622.92	1,785.30	2,346.79	693.20	2,370.00	
Water, Sewer-Pump Station	44000-5140	200.00	200.00	187.20	193.79	93.60	220.00	
Postage	44000-5210	500.00	250.00	250.00	4.78	25.04	250.00	
Telecommunications	44000-5230	4,080.00	4,260.00	4,260.00	4,077.16	3,052.40	5,796.00	
Property Insurance	44000-5304	5,617.17	5,617.17	3,572.70	3,572.70		3,302.41	
Motor Vehicle Insurance	44000-5305	448.05	448.05	360.70	1,126.76		353.07	
Lease/Rent Equipment	44000-5410	-			-			
Travel-Mileage/Hotel/Conference	44000-5501	4,000.00	3,000.00	3,000.00	499.00		3,000.00	
Permits	44000-5600	4,000.00	4,000.00	4,000.00	3,985.00	4,180.00	4,000.00	
Dues & Memberships	44000-5810	1,217.86	2,000.00	2,000.00	2,889.03	697.00	2,000.00	
Office Supplies	44000-6001	2,500.00	2,000.00	2,000.00	420.70	2,541.80	2,000.00	
Lab Supplies	44000-6004	6,000.00	7,000.00	8,235.00	7,492.44	1,815.07	8,235.00	
Repair & Maint. Supplies-Rut. Crk	44000-6007	15,000.00	18,000.00	27,692.00	23,197.88	12,406.28	35,000.00	
Fuel/Oil	44000-6008	2,000.00	2,000.00	2,000.00	4,965.09	1,527.51	3,000.00	
Vehicle & Equip Supplies	44000-6009	3,000.00	3,000.00	3,000.00	1,130.53	150.55	3,000.00	
Uniforms	44000-6011	1,500.00	2,000.00	2,000.00	960.23	561.98	2,000.00	
Chemicals-Rut Crk	44000-6051	2,500.00	3,000.00	4,615.00	1,716.40		4,615.00	
Equipment-Rut Crk	44000-8001	-						
Vehicles	44000-8005	-		15,000.00		167.85	15,000.00	
<b>Treatment Totals</b>		<b>344,756.82</b>	<b>365,687.02</b>	<b>481,199.75</b>	<b>362,251.69</b>	<b>178,385.27</b>	<b>543,823.33</b>	<b>-</b>

Account Name	Account Code	FY 22 Amended Total	FY 23 Approved	FY 24 Approved	FY 23 EOY	FY 24 @ 12/31/23	FY 25 Town Manager Recommended	FY 25 Approved
<b>SEWER MAINTENANCE DEPARTMENT</b>								
Wages	45000-1100	101,978.35	109,524.75	125,304.20	109,307.79	55,148.44	137,518.60	
PT Wages	45000-1300	650.97	699.29	734.15	700.06	431.16	791.17	
Other Pay/Holiday	45000-1400	1,592.82	1,710.69	1,821.68	-	-	1,963.56	
FICA	45000-2100	7,972.99	8,563.01	9,781.29	8,270.77	4,264.56	10,730.91	
VRS	45000-2200	16,316.54	18,542.54	21,214.00	17,342.34	9,064.11	28,569.46	
Health Insurance	45000-2300	21,276.00	23,085.00	27,818.28	22,344.97	11,284.72	30,600.11	
Group Life Insurance	45000-2400	1,366.51	1,467.63	1,679.08	1,445.40	728.35	1,622.72	
Long-Term Disability	45000-2500	-	-	48.05	-	-	-	
Unemployment Insurance	45000-2600	-	-	-	-	-	-	
Worker's Comp	45000-2700	-	-	-	-	-	-	
Repair & Maint. Services	45000-3310	-	-	-	1,055.00	-	-	
Professional Services	45000-3320	-	-	-	3,375.00	-	-	
Telecommunication	45000-5230	-	-	-	-	-	-	
Motor Vehicle Insurance	45000-5305	1,474.64	1,474.64	1,126.76	342.35	-	1,162.05	
Lease of Equipment	45000-5410	2,000.00	2,000.00	5,000.00	339.73	-	5,000.00	
Travel-Mileage/Conference/Hotel	45000-5501	-	-	-	-	-	-	
Misc	45000-5800	-	-	-	-	-	-	
Dues & Memberships	45000-5810	-	-	-	-	-	-	
Repair & Maint. Supplies	45000-6007	8,000.00	8,000.00	8,000.00	8,862.47	13,475.30	10,000.00	
Fuel	45000-6008	-	-	-	-	-	-	
Vehicle/Power Equipment Supplies	45000-6009	-	-	-	-	-	-	
Uniforms	45000-6011	-	-	-	-	-	-	
Equipment/Vehicles	45000-8005	-	-	18,000.00	-	37,366.50	-	
<b>Maintenance Totals</b>		<b>162,628.83</b>	<b>175,067.55</b>	<b>220,527.48</b>	<b>173,385.88</b>	<b>131,763.14</b>	<b>227,958.58</b>	<b>-</b>
Revenue Refund	92000-90000	15,635.07	-	-	-	-	-	-
<b>Debt Payments</b>								
Sterling Bank WWTP Refi Prin	95000-9002	203,235.00	210,136.13	217,275.00	210,136.12	108,637.33	224,655.57	
Sterling Bank WWTP Refi Int	95000-9003	67,075.00	60,170.78	53,033.00	60,170.75	27,424.64	45,651.27	
Sewer Rehab Principle	95000-9004	11,450.00	69,184.17	70,017.22	69,184.17	35,129.21	71,110.29	
Sewer Rehab Interest	95000-9005	15,980.00	46,351.83	45,518.78	46,351.83	22,640.57	44,425.71	
Debt Reserve	95000-9010	-	-	-	-	-	-	
Capital Program		-	-	-	-	-	250,000.00	
<b>Debt Totals</b>		<b>297,740.00</b>	<b>385,842.91</b>	<b>385,844.00</b>	<b>385,842.87</b>	<b>193,831.75</b>	<b>635,842.84</b>	<b>-</b>
<b>Sewer Fund Expense Totals</b>		<b>942,052.08</b>	<b>1,040,942.12</b>	<b>1,207,829.13</b>	<b>1,033,133.83</b>	<b>562,754.55</b>	<b>1,539,377.41</b>	<b>-</b>

GARBAGE FUND							
	FY 22 Budget	FY 23 Budget	FY 24 Budget	FY 25 Budget			
Account Name	FY 22 Approved	FY 23 Approved	FY 24 Approved	FY 23 EOY	FY 24 @ 12/31/23	FY 25 Town Manager Recommended	FY 25 Approved
<b>GARBAGE REVENUE</b>							
Garbage IT Charges	121,264.00	122,451.20	138,492.00	123,171.92	70,219.24	146,975.00	
Garbage OT Charges	17,140.20	17,299.20	19,944.00	17,519.78	9,980.34	20,812.50	
Penalties	2,800.00	2,800.00	5,000.00	4,770.11	2,736.06	5,000.00	
Transfer from Garbage Reserve	2,438.03	11,577.44					
Transfer for Other Funds							
<b>Revenue Totals</b>	<b>\$ 143,642.23</b>	<b>\$ 154,127.84</b>	<b>\$ 163,436.00</b>	<b>\$ 145,461.81</b>	<b>\$ 82,935.64</b>	<b>\$ 172,787.50</b>	<b>\$ -</b>
<b>TOWN MANAGER</b>							
Wages	3,008.19	3,140.19	3,297.20	3,170.21	1,722.39	3,670.57	
PT Wages	448.53	481.79	505.88	465.24	256.38		
FICA	264.44	277.08	290.94	291.06	158.59	280.80	
VRS	631.72	659.44	692.41	655.90	363.10	882.04	
Health Insurance	283.68	307.80	335.16	303.63	166.69	368.68	
Group Life Insurance	40.31	42.08	44.18	41.76	22.97	43.31	
STD/Long-Term Disability	15.88	16.58	17.41	16.73	9.12	19.38	
Contingency			678.34			5,146.67	
<b>Town Manager Totals</b>	<b>\$ 4,692.75</b>	<b>\$ 4,924.96</b>	<b>\$ 5,861.52</b>	<b>\$ 4,944.53</b>	<b>\$ 2,699.24</b>	<b>\$ 10,411.45</b>	<b>\$ -</b>
<b>FINANCE DEPARTMENT</b>							
Wages	1,604.94	1,733.71	1,600.94	1,717.38	800.72	1,804.44	
PT Wages	221.13	237.54	249.41	219.46	110.79	268.81	
FICA	139.69	110.66	141.55	145.36	64.84	158.60	
VRS	256.79	293.52	271.04	255.68	120.13	402.59	
Health Insurance	283.68	307.80	335.16	270.69	55.41	368.68	
Group Life Insurance	21.51	23.23	21.45	21.17	9.51	21.29	
Hybrid Disability				2.34	2.22	4.85	
<b>Finance Totals</b>	<b>2,527.74</b>	<b>2,706.45</b>	<b>2,619.55</b>	<b>2,632.08</b>	<b>1,163.62</b>	<b>3,029.26</b>	<b>-</b>
<b>GARBAGE EXPENSES</b>							
Collection In-Town	114,598.32	123,036.96	129,646.32	120,924.06	63,206.16	132,949.92	
Collection Out of Town	18,480.00	19,840.80	20,865.60	16,829.48	8,770.08	21,403.20	
<b>Garbage Totals</b>	<b>\$ 133,078.32</b>	<b>\$ 142,877.76</b>	<b>\$ 150,511.92</b>	<b>\$ 137,753.54</b>	<b>\$ 71,976.24</b>	<b>\$ 154,353.12</b>	<b>\$ -</b>
<b>GARBAGE MAINTENANCE DEPARTMENT</b>							
Wages	2,266.19	2,433.88	2,961.48	2,413.52	1,225.67	3,243.13	
PT Wages							
Other Pay/Holiday	35.40	38.02	40.48	-		43.63	
FICA	176.07	189.10	229.65	181.44	9,405.00	251.44	
VRS	362.59	412.06	501.38	385.46	201.46	679.85	
Health Insurance	472.80	513.00	670.32	489.97	250.79	737.35	
Group Life Insurance	30.37	32.61	39.68	31.81	16.19	38.27	
<b>Maintenance Totals</b>	<b>\$ 3,343.41</b>	<b>\$ 3,618.67</b>	<b>\$ 4,443.00</b>	<b>\$ 3,502.20</b>	<b>\$ 11,099.11</b>	<b>\$ 4,993.67</b>	<b>\$ -</b>
<b>Garbage Fund Expense Totals</b>	<b>\$ 143,642.23</b>	<b>\$ 154,127.84</b>	<b>\$ 163,436.00</b>	<b>\$ 148,832.35</b>	<b>\$ 86,938.21</b>	<b>\$ 172,787.50</b>	<b>\$ -</b>

ECONOMIC DEVELOPMENT AUTHORITY								
		FY 22 Budget	FY 23 Budget	FY 24 Budget	FY 25 Budget			
Account Name	Account Code	FY 22 Amended Total	FY 23 Approved	FY 24 Approved	FY 23 EOY	FY 24 @ 12/31/23	FY 25 Town Manager Recommended	FY 25 Approved
<b>IDA REVENUES</b>								
Lease/Sale of Lots	701-41020-0001	75,000.00	-					
BP Recoupment Rev	701-41030-0001	-	26,771.75	28,456.73	28,456.73		64,812.76	
Bond Issue	701-41040-0001	7,476.25	6,325.00	5,148.76	6,404.22	5,148.76	3,890.00	
Home Owners Reimb	701-41060-0001	1,350.00	1,433.40	2,815.14	1,593.81		1,923.00	
Transfer from Other Funds		-						
<b>Revenue Totals</b>		<b>83,826.25</b>	<b>34,530.15</b>	<b>36,420.63</b>	<b>36,454.76</b>	<b>5,148.76</b>	<b>70,625.76</b>	<b>-</b>
<b>IDA EXPENSES</b>								
PT Wages	45000-1300	7,811.60	8,391.44	8,809.82	8,400.44	5,173.84	9,494.03	
FICA	45000-2100	597.59	8,391.44	673.95	642.68	395.79	726.29	
Worker's Comp	45000-2700	328.09	352.44	254.02	210.21		273.74	
Repair & Maint. Svcs	81500-3310	3,750.00		-				
Professional Services	81500-3150	1,250.00			300.00			
Electrical Svcs	81500-5100	200.00	200.00	180.00	217.33	167.04	300.00	
Dues & Membership	81500-5810	2,731.00	2,728.00	2,800.00	2,728.00	2,690.00	2,800.00	
Transfer to IDA fund b	81500-9200	60,157.97	14,466.83	5,702.84			57,031.70	
Small Business Grant		-						
Capital expenses		7,000.00		18,000.00				
<b>Expense Totals</b>		<b>76,826.25</b>	<b>34,530.15</b>	<b>36,420.63</b>	<b>12,498.66</b>	<b>8,426.67</b>	<b>70,625.76</b>	<b>-</b>
<b>Revenue Totals</b>		<b>517,863.14</b>	<b>3,920,724.41</b>	<b>4,516,511.06</b>		<b>6,644,443.97</b>	<b>6,630,447.40</b>	<b>-</b>
<b>Expense Totals</b>		<b>497,731.94</b>	<b>3,920,723.42</b>	<b>4,516,511.05</b>		<b>3,752,277.80</b>	<b>6,630,447.40</b>	<b>-</b>



## FY25 PAY & BENEFIT COST ALLOCATION

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

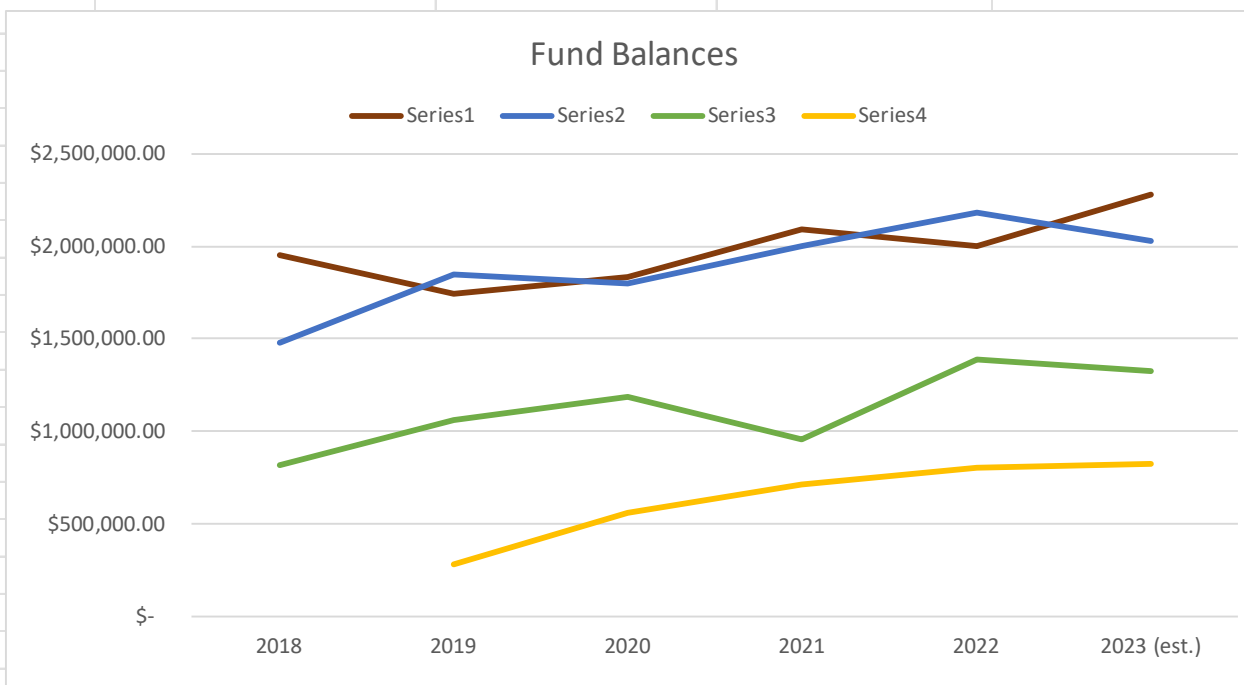
<b>Undesignated Fund Balance and Contingency Calculation For FY25</b>				2/5/2024
<b>Permanent Fund principal for the <u>General Fund</u></b>			GF Revenues	\$ 1,692,223
<b>(based on proposed FY54 Budget)</b>			Administration Fee (covered in W & S Funds)	-
			Net GF Revenues	\$ 1,692,223
Reserve per October 2010 policy	15%		Reserve per @	25%
GF target Permanent Fund principal	\$ 253,833.46		GF target Permanent Fund principal	\$ 423,055.77
<hr/>				
<b>Required contingency in the General Fund</b>			GF Expenses	\$ 1,690,856
<b>(based on proposed FY25 Budget)</b>			Reserve per October 2010 policy	3.0%
			GF Contingency	\$ 50,726
<hr/>				
<b>Permanent Fund principal for the Water Fund (based on the proposed FY25 Budget)</b>				
<b><u>Fund 501 WATER FUND</u></b>		<b><u>FY25 Budget</u></b>		
DEBT SERVICE		\$ 424,318	Debt	424,318
ALL OTHER EXPENSES		\$ 993,651	25%/Operation	\$ 248,413
<b>Total</b>			WF target Permanent Fund principal	\$ 672,731
<hr/>				
<b>Permanent Fund principal for the Sewer Fund (based on the proposed FY25 Budget)</b>				
<b><u>Fund 502 SEWER FUND</u></b>		<b><u>FY25 Budget</u></b>		
DEBT SERVICE		\$ 385,844	Debt	385,844
ALL OTHER EXPENSES		\$ 821,985	25%/Operation	\$ 205,496
<b>Total</b>			SF target Permanent Fund principal	\$ 591,340
<hr/>				
<b>Permanent Fund principal for the Garbage Fund (based on the proposed FY25 Budget)</b>				
<b><u>Fund 514 GARBAGE FUND</u></b>		<b><u>FY25 Budget</u></b>		
ALL EXPENSES		163,436	25% operation	\$ 40,859
			Garb target Permanent Fund principal	\$ 40,859
			<b>Total of all undesignated fund balances</b>	<b>\$ 1,727,986</b>
<hr/>				
General Fund Permanent Fund		\$ 423,056		
General Fund Contingency		\$ 50,726		
Water Fund Permanent Fund		\$ 672,731		
Sewer Fund Permanent Fund		\$ 591,340		
Garbage Fund Permanent Fund		\$ 40,859		

### TOWN OF AMHERST DEBT BALANCES & DEBT PAYMENTS

Description	Original Loan Amount	Outstanding Loan Balance at 12/31/23	Interest Rate	Maturity Date	Principal Payment FY24	Interest Payment FY24	Total Debt Payment FY24
Sterling Debt Refi	\$ 3,933,409.44	\$ 2,632,457.89	3.35%	6/30/2030	\$ 330,375.84	\$ 67,134.22	\$ 397,510.06
Mainstreet Water Line	\$ 2,368,672.03	\$ 1,962,713.87	2.25%	1/1/2047	\$ 81,938.15	\$ 41,013.53	\$ 122,951.68
60 W. Water Line	\$ 565,935.00	\$ 407,387.66	3.00%	7/1/2043	\$ 17,722.64	\$ 11,321.28	\$ 29,043.92
Sewer Sliplining Project	\$ 3,414,000.00	\$ 3,368,172.76	3.63%	2/10/2062	\$ 71,110.29	\$ 44,425.71	\$ 115,536.00
Water Treatment Plan Re	\$ 3,730,000.00	\$ 3,730,000.00	2.50%	7/1/2052	\$ 96,853.57	\$ 77,994.61	\$ 174,848.18
<b>Outstanding Debt Balances</b>							
		<b>Sliplining</b>	<b>Sterling Refi</b>	<b>60 WL</b>	<b>Main St. WL</b>	<b>WTP Loan</b>	<b>Total</b>
	<b>FY 2023</b>	3,333,398.28	2,477,946.02	398,976.52	\$ 1,923,318.56	\$ 3,685,470.92	\$ 8,485,712.02
	<b>FY 2024</b>	3,263,381.07	2,158,424.53	381,773.84	\$ 1,843,193.36	\$ 3,594,870.62	\$ 7,978,262.35
	<b>FY 2025</b>	3,192,270.78	1,828,048.64	364,051.20	\$ 1,761,255.21	\$ 3,502,174.53	\$ 7,455,529.58
	<b>FY 2026</b>	3,120,176.53	1,486,449.61	345,792.90	\$ 1,677,463.08	\$ 3,407,334.17	\$ 6,917,039.76
	<b>FY 2027</b>	3,047,084.73	1,233,244.99	326,982.73	\$ 1,591,775.02	\$ 3,310,299.94	\$ 6,462,302.68
	<b>FY 2028</b>	2,973,094.88	868,042.60	307,604.03	\$ 1,504,148.13	\$ 3,211,021.09	\$ 5,890,815.85
	<b>FY 2029</b>	2,897,967.90	389,981.55	287,639.61	\$ 1,414,538.55	\$ 3,109,445.69	\$ 5,201,605.40
	<b>FY 2030</b>	2,821,801.40	0	267,071.77	\$ 1,322,901.41	\$ 3,005,520.63	\$ 4,595,493.81
	<b>FY 2031</b>	2,744,580.98		245,882.27	\$ 1,229,190.84	\$ 2,899,191.55	\$ 4,374,264.66
	<b>FY 2032</b>	2,666,393.84		224,052.32	\$ 1,133,359.93	\$ 2,790,402.83	\$ 4,147,815.08

FY25 TOWN OF AMHERST VEHICLES				
MAKE	MODEL	YEAR	VIN NUMBER	MILEAGE
<b>POLICE</b>				
Ford	Interceptor (Car 103)	2017	254	123,790
Ford	Interceptor (Car 102)	2021	6442	18,623
Chevrolet	Tahoe (Car 101)	2022	2110	12,381
Ford	Interceptor (Car 104)	2017	7002	95,052
Ford	Interceptor (Spare)	2015	1494	105,001
Ford	Interceptor (Car 106)	2021	6441	25,587
Ford	Interceptor (Car105)	2016	8692	125,269
Chevy	Tahoe (Investigator)	2023	6501	186
Chevy	Tahoe (K-9)	2023	6466	23
<b>MAINTENANCE</b>				
Ford	SUV	2007	7723	105,108
Dodge	Pickup	2014	4675	81,591
Chevy	Pickup	2011	5012	89,651
Dodge	Work Truck	2013	7481	78,470
GMC	Dump Truck	2003	9981	50,653
Chevy	2500 Pick up	2023	8667	102
Ford	Explorer (Office)	2011	4253	75,311
<b>UTILITIES</b>				
Dodge	Wastewater	2012	9843	74,703
Dodge	Water	2008	4271	112,134
Ford	Explorer-Moved from Police	2014	8654	123,945

Fund Balances and Analysis of Reserves				
Year	General Fund	Water	Wastewater	EDA
2016	\$ 1,203,035.00	\$ 1,191,623.00	\$ 726,216.00	
2017	\$ 1,458,055.00	\$ 1,360,124.00	\$ 946,198.00	
2018	\$ 1,954,032.00	\$ 1,477,324.00	\$ 819,116.00	
2019	\$ 1,743,817.00	\$ 1,848,141.00	\$ 1,063,572.00	\$ 280,479.00
2020	\$ 1,834,360.00	\$ 1,799,144.00	\$ 1,188,806.00	\$ 562,748.00
2021	\$ 2,089,532.00	\$ 1,997,481.00	\$ 960,340.00	\$ 716,372.00
2022	\$ 2,000,965.98	\$ 2,182,806.34	\$ 1,386,953.67	\$ 804,400.44
2023 (est.)	\$ 2,277,359.00	\$ 2,029,488.00	\$ 1,325,380.00	\$ 825,096.00





### Town of Amherst Zoning Fees

September 20, 2008

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

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

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

Add to Definitions:

Outdoor display- Display of goods for sale outside of a business. Where goods are typically those that are outdoor in nature, such as automobiles, trailers, farm equipment, outdoor display is permitted without limitation as governed by the zoning district. Where the goods are typically inside, a small display of goods may be outside of the building, limited to no more than twenty square feet of area, so long as the display is not in any required area, such as parking, setbacks, and public rights of way.

Outdoor storage- Outdoor storage of goods or equipment for sale or rent as allowed in the applicable zoning district shall be screened from public right-of-way or adjacent uses. No outdoor storage of goods and equipment is permitted in residentially zoned areas. Outdoor storage cannot be an independent use, and must be associated with a business on the same parcel. Screening shall be accomplished as outlined in 24-695.



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## Sec. 24-75. Developments subject to special site plan review.

The following types of development shall be subject to the site plan review provisions under section 24-76:

- (1) All commercial, industrial and institutional buildings that have 2,000 square feet or more in floor area, including buildings converted from any other use to commercial, industrial or institutional use.
- (2) All institutional facilities such as schools, hospitals and clubs.
- (3) All residential developments involving more than four dwelling units in one building or three on one lot.
- (4) Mobile home parks.
- (5) Special use applications involving more than 2,000 square feet of new building area.
- (6) Conditional zoning applications.
- (7) Townhouse development projects.
- (8) Any proposed building that has 2,000 square feet or less in floor area will require only an informational sketch for review.
- (9) Any use listed as specifically requiring a site plan.

(Zoning Ord. 2003, § 18.1-1103)

The following types of development shall be subject to the site plan review provisions under Section XX for a minor site plan of this article:

1. A proposed revision to a site plan where an existing major site plan is on file;
2. All development requiring a commercial entrance permit from the Virginia Department of Transportation
3. Any new development on a commercially zoned lot.

The following requirements shall govern documents submitted for minor site plan review:

1. The scale shall be no less than one (1) inch equals to one hundred (100) feet. The zoning administrator or planning director may accept a scale which is sufficient to clearly show all required details on the plat.
2. Drawings may be submitted on paper size as small as eleven (11) inch by seventeen (17) inch (11" x 17") if all notes are clearly legible.
3. The names and addresses of owner, developer, a scale and north arrow shall be included on all maps.
4. The following information shall be included on the map of existing conditions:
  - a. Names and addresses of owners of record of all adjacent properties and tax map numbers;
  - b. Current zoning boundaries, including surrounding to a distance of three hundred (300) feet;
  - c. Easements, rights-of-way, or other reservations affecting the property;
  - d. Topography and flood plain elevation, if applicable;
  - e. Location of watercourses, marshes, rock out-cropping and wooded areas;

- 
- f. Location of buildings existing on the tract to be developed indicating whether existing buildings on the tract are to be retained, modified or removed;
- g. Location of existing water mains, culverts, drains, pipe sizes, grades and direction of flow; and
- h. The location of mapped dam break inundation zones and their impact on the development.
5. The following information shall be included on the map of proposed development:
- a. Signature blocks for the zoning administrator, or his/her designee, Virginia Department of Transportation, and the Health Department, when applicable;
- b. Location and size of proposed buildings and uses thereof;
- c. Proposed streets and other ingress and egress facilities (indicating curb lines, sidewalk lines and public right-of-way lines); meeting the Minimum Standards of Entrances to the State Highways;
- d. Layout of off-street parking;
- e. Location of proposed utility lines, indicating where they already exist and whether they will be underground;
- f. Proposed planting, including all landscaping and screening and indicating existing trees to be retained and areas to be left undisturbed;
- g. Facilities for disposal of trash and other solid waste;
- h. Elevations of buildings to be built or altered on-site; and
- i. All private waste disposal systems including their reserve areas shall be located on the same property as the building site that the private waste disposal system benefits.

## To be added as a new section under Supplemental Regulations:

*Short-term rental* means the provision of a room or space that is suitable or intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for a charge for the occupancy.

*Management Plan* shall include a floor plan designating all rooms, a plot plan showing parking and property boundaries, designation of an emergency contact, occupancy limits, proof of business liability insurance, proof of current fire extinguishers or other fire /smoke/gas protection, and documentation showing basic rules and boundaries posted on site.

Short term rentals are allowed as a Special Use Permit in multiple districts. Where allowed by SUP, the process includes an additional application and management plan that addresses key components of short term rentals.

1. Short term rentals require a short term rental application.
2. All applications must include an annual management plan which shall be updated annually upon the registration date. The registration fee is set annually with the adopted budget and other fees.
3. Short term rentals require posting of rules on the premises for guests to include notice of property lines with available property to be used with the rental, no parking on the street, and only within designated parking areas, and quiet hours.

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on March 13, 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:

P	D. Dwayne Tuggle	A	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	Ryan Watts	Police Captain
Kelley Kemp	Town Attorney	Gary Williams	Director of Plants
Vicki K. Hunt	Clerk of Council	Becky Cash	Plants Operator
Tracie Morgan	Office Manager	Charles Thompson	Utilities Maintenance Foreman

Recitation of the Pledge of Allegiance to the Flag was followed by an invocation by Dawn Thomas.

Gary Friend was present on behalf of Neighbors Helping Neighbors with an update on the work of the group and its impact on the Town.

Mayor Tuggle opened the floor to citizen comments.

Steve Martin, Town of Amherst business owner, came forward in opposition to the existing code section on surface treatment of commercial driveways and parking areas and referred to several businesses in Town with gravel parking surfaces.

Jerry Martin, Town of Amherst business owner, came forward in opposition to the enforcement of the existing Town ordinance that does not allow permeable 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. Driskill to approve the minutes of the meetings held on February 14, 2024, February 21, 2024, and March 4, 2024, as presented.

There being no discussion, the motion carried 3-0-1 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	Abstain

Ms. Turner made a motion that was seconded by Mr. Watts to separate Hill Hardware Item #5928 from the February check registry and all other future check registry items related to Hill

Hardware for purposes of discussion and motion, due to a real or perceived conflict of interest by Ms. Turner.

After discussion, the motion carried 4-0 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	Aye

Ms. Wheaton made a motion that was seconded by Mr. Watts to approve the remainder of the February 2024 check registry, as presented.

There being no discussion, the motion carried 4-0 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	Aye

Mr. Watts made a motion that was seconded by Ms. Wheaton to approve Item #5928 Hill Hardware on the February 2024 check registry, as presented.

There being no discussion, the motion carried 3-0-1 via the roll call method, as follows:

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

Town Manager McGuffin gave a report on the annual First Responders celebration in the form of a street party that would include street vendors and bands and remove the annual parade from the event. Staff requested approval of street closure of Main Street between Star Street and Second Street from 2:00 p.m. to 10:00 p.m., on June 29, 2024.

Ms. Wheaton made a motion that was seconded by Ms. Turner to approve street closure of Main Street between Star Street and Second Street from 2:00 p.m. to 10:00 p.m., on June 29, 2024, for the First Responder's Celebration, as recommended by staff.

There being no discussion, the motion carried 4-0 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	Aye

Mr. Driskill made a motion that was seconded by Mr. Watts to set public hearings on April, 10, 2024, on consideration of proposed amendments to the Town's zoning ordinance §§ 24-2 Definitions and rules of construction, adding Outdoor Display and Outdoor Storage definitions; 24-75 Developments subject to special site plan review, to include a minor site plan process; and

24-511 Surfacing, and adding new Article VIII §xx-xxx, Supplemental zoning regulations, defining short term rental and management plan and process, as recommended by staff.

There being no discussion, the motion carried 4-0 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	Aye

Town Manager McGuffin gave a report on the proposed Town of Amherst FY24-25 Budget and on the Town of Amherst FY24-25 Capital Improvement Program proposal. Staff requested that Council set public hearings on the proposals at its April 10, 2024, meeting.

Ms. Turner made a motion that was seconded by Mr. Driskill to hold a public hearing at its meeting on April 10, 2024, on the proposed Town of Amherst FY24-25 Budget and on the Town of Amherst FY24-25 Capital Improvement Program proposal, as recommended by staff.

There being no discussion, the motion carried 4-0 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	Aye

Town Manager McGuffin gave a power point presentation on the meaning of legal, non-conforming and not legal zoning status in regard to surfacing requirements in the Town.

Town Manager McGuffin reported that there is a vacancy on the Economic Development Authority created by the expired term of Richard McKinley Wydner, Jr. Clerk of Council Hunt was directed to prepare a resolution honoring Mr. Wydner for his services to the Town for consideration by Council.

Mayor Tuggle opened the floor to citizen comments.

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

There being no further business, on motion of Ms. Wheaton that was seconded by Ms. Turner the meeting adjourned at 7:51 P.M., until April 10, 2024, at 7:00 p.m.

The motion carried 4-0 as follows:

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

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

ATTEST: \_\_\_\_\_  
Clerk of Council

FOR APPROVAL

Range of Checking Accts: First to Last      Range of Check Dates: 03/01/24 to 03/31/24  
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 Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
GENERAL		FIRST NATION MAIN CHECKING					
5978	03/07/24	ANTW005 BENCHMARK SYSTEMS, INC.					244
V4-00444	1	12/16-01/15/2024	568.00	100-4-12510-5600	Expenditure		20 1
				MICROSOFT OFFICE SERVICE			
5979	03/07/24	APPAL005 APPALACHIAN POWER					244
V4-00443	1	STREET LIGHTS FEB	2,573.46	100-4-41320-5100	Expenditure		19 1
				STREETLIGHTS			
5980	03/07/24	CMCSU005 CMC SUPPLY, INC.					244
V4-00447	1	SUPPLIES	240.16	501-4-45000-6007	Expenditure		27 1
				REPAIR & MAINT. SUPPLIES			
V4-00447	2	SUPPLIES	1,898.83	501-4-45000-6007	Expenditure		28 1
				REPAIR & MAINT. SUPPLIES			
V4-00447	3	SUPPLIES	1,879.23	501-4-45000-6007	Expenditure		29 1
				REPAIR & MAINT. SUPPLIES			
V4-00447	4	SUPPLIES	1,898.83	501-4-45000-6007	Expenditure		30 1
				REPAIR & MAINT. SUPPLIES			
			<u>5,917.05</u>				
5981	03/07/24	COLUM005 COLUMN SOFTWARE PBC					244
V4-00453	1	LEGAL NOTICE	280.76	100-4-81100-3600	Expenditure		38 1
				ADVERTISING			
5982	03/07/24	DEALL005 DEAL & LACHENEY P.C.					244
V4-00436	1	MONTHLY SERVICES	2,140.00	100-4-12210-3150	Expenditure		6 1
				TOWN ATTORNEY			
5983	03/07/24	FLEXS005 FLEX STAGE					244
V4-00437	1	FIRST PAYMENT STAGE	550.00	100-4-31100-5700	Expenditure		7 1
				EVENTS			
5984	03/07/24	GFLN005 GFL ENVIRONMENTAL					244
V4-00438	1	SLUDGE REMOVAL	178.25	502-4-44000-3120	Expenditure		8 1
				SLUDGE & TRASH REMOVAL-RUT CRK.			
5985	03/07/24	HILLH005 HILL HARDWARE CORPORATION					244
V4-00445	1	FEBRUARY STATEMENT	132.44	100-4-43200-6009	Expenditure		21 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
V4-00445	2	FEBRUARY STATEMENT	46.74	502-4-45000-6007	Expenditure		22 1
				REPAIR & MAINT. SUPPLIES			
V4-00445	3	FEBRUARY STATEMENT	787.50	501-4-45000-6007	Expenditure		23 1
				REPAIR & MAINT. SUPPLIES			
V4-00445	4	FEBRUARY STATEMENT	24.00	501-4-45000-6009	Expenditure		24 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
V4-00445	5	FEBRUARY STATEMENT	2.08	501-4-44000-6007	Expenditure		25 1
				REPAIR & MAINT. SUPPLIES			
			<u>992.76</u>				



Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
PO #	Item	Description							
GENERAL FIRST NATION MAIN CHECKING			Continued						
5986	03/07/24	JONAT005 JONATHAN BROWN							244
V4-00454	1	BOOTS	93.94	501-4-44000-6011 UNIFORMS	Expenditure		39		1
5987	03/07/24	LAURE005 LAUREL STONE VET HOSPITAL							244
V4-00434	1	SKYE YEARLY CHECK UP	150.85	100-4-31100-6003 CANINE SUPPLIES	Expenditure		1		1
5988	03/07/24	LOVIN005 LOVINGSTON FARM SUPPLY, LLC							244
V4-00449	1	STRAWBALE	238.50	501-4-45000-6007 REPAIR & MAINT. SUPPLIES	Expenditure		32		1
5989	03/07/24	MANSF005 MANSFIELD OIL COMPANY							244
V4-00451	1	FUEL 02/01-02/15	659.13	100-4-31100-6008 FUEL	Expenditure		34		1
V4-00451	2	FUEL 02/01-02/15	331.03	100-4-43200-6008 FUEL	Expenditure		35		1
V4-00451	3	FUEL 02/01-02/15	238.76	502-4-44000-6008 FUEL/OIL	Expenditure		36		1
			<u>1,228.92</u>						
5990	03/07/24	PACEA005 PACE ANALYTICAL SERVICES, INC.							244
V4-00439	1	LAB TESTING	184.60	502-4-44000-3140 TESTING SERVICES	Expenditure		9		1
V4-00439	2	LAB TESTING	730.20	501-4-44000-3140 TESTING SERVICES	Expenditure		10		1
V4-00439	3	LAB TESTING	184.60	502-4-44000-3140 TESTING SERVICES	Expenditure		11		1
V4-00439	4	LAB TESTING	184.60	502-4-44000-3140 TESTING SERVICES	Expenditure		12		1
V4-00439	5	LAB TESTING	184.60	502-4-44000-3140 TESTING SERVICES	Expenditure		13		1
V4-00439	6	LAB TESTING	184.60	502-4-44000-3140 TESTING SERVICES	Expenditure		14		1
			<u>1,653.20</u>						
5991	03/07/24	PATRI005 PATRIOT SAFETY SUPPLY							244
V4-00446	1	LIGHTING FOR TRUCK	3,658.95	100-4-43200-6009 VEHICLE/POWER EQUIPMENT SUPPLIES	Expenditure		26		1
5992	03/07/24	SECON005 SECOND STAGE AMHERST							244
V4-00440	1	SPONSORSHIP	1,000.00	100-4-71300-5600 SECOND STAGE CONTRIBUTION	Expenditure		15		1
5993	03/07/24	SECUR005 SECURITY LOCK AND KEY							244
V4-00452	1	DOOR KEY PAD	1,097.00	100-4-43200-6007 REPAIR & MAINT. SUPPLIES	Expenditure		37		1
5994	03/07/24	SUPPL005 THE SUPPLY ROOM							244
V4-00450	1	TONER	881.92	100-4-31100-6001 OFFICE SUPPLIES	Expenditure		33		1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
PO #	Item	Description							
GENERAL FIRST NATION MAIN CHECKING			Continued						
5995	03/07/24	UNIVA005 UNIVAR							244
V4-00441	1	CHEMICALS	6,138.30	501-4-44000-6051 CHEMICALS	Expenditure		16		1
5996	03/07/24	VERIZ005 VERIZON							244
V4-00442	1	02/25-03/24/2024	39.99	100-4-43200-5230 TELECOMMUNICATION	Expenditure		17		1
V4-00442	2	02/25-03/24/2024	2.13	100-4-43200-5230 TELECOMMUNICATION	Expenditure		18		1
			<u>42.12</u>						
5997	03/07/24	WITME005 WITMER PUBLIC SAFETY GROUP							244
V4-00435	1	SUPPLIES HASH	563.00	100-4-31100-6011 UNIFORMS	Expenditure		2		1
V4-00435	2	SUPPLIES HASH	117.00	100-4-31100-6010 POLICE SUPPLIES	Expenditure		3		1
V4-00435	3	BADGE CHIEF	117.00	100-4-31100-6010 POLICE SUPPLIES	Expenditure		4		1
V4-00435	4	HASH	301.50	100-4-31100-6011 UNIFORMS	Expenditure		5		1
			<u>1,098.50</u>						
5998	03/07/24	WOOLD005 WOOLDRIDGE HEATING, AIR & ELEC							244
V4-00448	1	HEATING	583.00	100-4-43200-6007 REPAIR & MAINT. SUPPLIES	Expenditure		31		1
6000	03/14/24	BLUER005 BLUE RIDGE SOLVENTS & COATINGS							245
V4-00464	1	PROCESS CLEANING	482.80	502-4-44000-6051 CHEMICALS - RUT. CREEK	Expenditure		12		1
6001	03/14/24	CMCSU005 CMC SUPPLY, INC.							245
V4-00468	1	FIRE HYDRANT MAINT	152.37	501-4-45000-6007 REPAIR & MAINT. SUPPLIES	Expenditure		17		1
V4-00468	2	METERS	624.00	501-4-45000-6007 REPAIR & MAINT. SUPPLIES	Expenditure		18		1
			<u>776.37</u>						
6002	03/14/24	COREM005 CORE & MAIN LP							245
V4-00469	1	WATER METER SETTERS	2,893.20	501-4-45000-6007 REPAIR & MAINT. SUPPLIES	Expenditure		19		1
6003	03/14/24	GRAIN005 GRAINGER							245
V4-00465	1	PLUMBING/VALVES	260.11	501-4-44000-6007 REPAIR & MAINT. SUPPLIES	Expenditure		13		1
6004	03/14/24	GREGO005 GREGORYS GENERAL AUTO REPAIR							245
V4-00466	1	BALL JOINTS	1,463.86	100-4-43200-6009 VEHICLE/POWER EQUIPMENT SUPPLIES	Expenditure		14		1
6005	03/14/24	IHMCB005 I.H. MCBRIDE SIGN COMPANY							245
V4-00457	1	TAHOE	850.00	100-4-31100-8005 VEHICLES/EQUIPMENT	Expenditure		3		1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
PO #	Item	Description							
GENERAL FIRST NATION MAIN CHECKING Continued									
6005 I.H. MCBRIDE SIGN COMPANY Continued									
V4-00461	1	PEEL EXPLORER	150.00	100-4-31100-8005	Expenditure		8	1	
				VEHICLES/EQUIPMENT					
			<u>1,000.00</u>						
6006	03/14/24	PACEA005 PACE ANALYTICAL SERVICES, INC.							245
V4-00463	1	LAB TESTING	184.60	502-4-44000-3140	Expenditure		10	1	
				TESTING SERVICES					
V4-00463	2	LAB TESTING	184.60	502-4-44000-3140	Expenditure		11	1	
				TESTING SERVICES					
			<u>369.20</u>						
6007	03/14/24	PHYSI005 PHYSICIANS TREATMENT CENTER							245
V4-00460	1	DRUG SCREEN HARLER & HASH	45.00	100-4-31100-6032	Expenditure		6	1	
				INVESTIGATION EXPENSE					
V4-00460	2	DRUG SCREEN HARLER & HASH	125.00	100-4-31100-6032	Expenditure		7	1	
				INVESTIGATION EXPENSE					
			<u>170.00</u>						
6008	03/14/24	PYLES005 PYLE SOLUTIONS, LLC.							245
V4-00470	1	SEWAGE DUMP STATION	2,401.50	502-4-45000-6007	Expenditure		20	1	
				REPAIR & MAINT. SUPPLIES					
6009	03/14/24	PYROT005 PYROTECNICO FIREWORKS, INC.							245
V4-00455	1	JUNE 29 FIREWORKS	3,750.00	100-4-12110-5000	Expenditure		1	1	
				CONTINGENCY REQUIREMENT					
6010	03/14/24	SOUTH015 SOUTHERN COPIER							245
V4-00458	1	COLOR COPIES	11.60	100-4-31100-6001	Expenditure		4	1	
				OFFICE SUPPLIES					
6011	03/14/24	TIGER005 TIGER FUEL CO.							245
V4-00462	1	PROPANE	496.22	100-4-43200-6008	Expenditure		9	1	
				FUEL					
6012	03/14/24	VERIZ005 VERIZON							245
V4-00456	1	03/02-04/01/2024	200.09	502-4-44000-5230	Expenditure		2	1	
				TELECOMMUNICATIONS					
6013	03/14/24	WITME005 WITMER PUBLIC SAFETY GROUP							245
V4-00459	1	HASH	342.00	100-4-31100-6011	Expenditure		5	1	
				UNIFORMS					
6014	03/14/24	WWASS005 WW ASSOCIATES							245
V4-00467	1	RETAINER	250.00	501-4-44000-3150	Expenditure		15	1	
				PROFESSIONAL SVCS					
V4-00467	2	RETAINER	250.00	502-4-44000-3150	Expenditure		16	1	
				PROFESSIONAL SVCS					
			<u>500.00</u>						

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
PO #	Item	Description							
GENERAL FIRST NATION MAIN CHECKING Continued									
6015	03/15/24	JOSEP005 JOSEPH CUNDIFF							246
V4-00471	1	BOOTS	210.59	100-4-43200-6011	Expenditure			1	1
				UNIFORMS					
6016	03/21/24	APPAL005 APPALACHIAN POWER							247
V4-00473	1	ELECTRIC TO 03/15/2024	914.84	100-4-43200-5100	Expenditure			6	1
				ELECTRIC					
V4-00473	2	ELECTRIC TO 03/15/2024	6,657.62	501-4-44000-5100	Expenditure			7	1
				ELECTRICAL SVCS					
V4-00473	3	ELECTRIC TO 03/15/2024	4,917.92	502-4-44000-5130	Expenditure			8	1
				ELECTRICAL SVCS-PUMP STATION					
V4-00473	4	ELECTRIC TO 03/15/2024	52.18	100-4-41320-5100	Expenditure			9	1
				STREETLIGHTS					
V4-00473	5	ELECTRIC TO 03/15/2024	29.98	701-4-81500-5100	Expenditure			10	1
				ELECTRICAL SERV.					
			<u>12,572.54</u>						
6017	03/21/24	BBTBA005 TRUIST BANK							247
V4-00484	1	OPEN PHONE/WASABI SM	34.28	100-4-12510-3150	Expenditure			26	1
				I.T. SERVICES					
V4-00484	2	GAS SM	17.41	100-4-43200-6008	Expenditure			27	1
				FUEL					
V4-00484	3	ADOBE SM	12.99	100-4-12510-6002	Expenditure			28	1
				I.T. SUPPLIES					
V4-00484	4	HOTEL SM	276.46	100-4-12110-5501	Expenditure			29	1
				TRAVEL-MILAGE/HOTEL/CONFERENCE					
V4-00484	5	AMAZON VH	14.73	100-4-12420-6001	Expenditure			30	1
				OFFICE SUPPLIES					
V4-00484	6	ZOOM VH	42.00	100-4-12510-3150	Expenditure			31	1
				I.T. SERVICES					
V4-00484	7	VA DPOR GW	240.00	502-4-44000-5810	Expenditure			32	1
				DUES & MEMBERSHIPS					
V4-00484	8	OFFICE OF WATER GW	600.00	501-4-44000-5501	Expenditure			33	1
				TRAVEL-MILEAGE/HOTEL/CONFERENCE					
V4-00484	9	FOOD LION GW	15.56	502-4-44000-6004	Expenditure			34	1
				LAB SUPPLIES					
V4-00484	10	OSI SERVICE GW	124.00	501-4-44000-5810	Expenditure			35	1
				DUES & MEMBERSHIPS					
V4-00484	11	LYNCHBURG ENGRAVING BS	287.83	100-4-31100-6010	Expenditure			36	1
				POLICE SUPPLIES					
V4-00484	12	TRACTOR SUPPLU LR	79.99	100-4-31100-6003	Expenditure			37	1
				CANINE SUPPLIES					
V4-00484	13	BEEN VERIFIED TM	22.86	100-4-12110-5000	Expenditure			38	1
				CONTINGENCY REQUIREMENT					
V4-00484	14	UVA COOPER TM	80.00	100-4-12420-5501	Expenditure			39	1
				TRAVEL-MILEAGE/HOTEL/CONFERENCE					
V4-00484	15	MEMBERSHIPS TM	310.00	100-4-12420-5810	Expenditure			40	1
				DUES & MEMBERSHIPS					
V4-00484	16	WALMART/SUPER SHOES CT	1,083.68	100-4-43200-6011	Expenditure			41	1
				UNIFORMS					
			<u>3,241.79</u>						

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
PO #	Item	Description							
GENERAL FIRST NATION MAIN CHECKING Continued									
6018	03/21/24	CAMPB010 CAMPBELL'S HEATING & AIR							247
V4-00480	1	REPAID WWTP AIR HANDLER	155.00	502-4-44000-3310	Expenditure			23	1
				REPAIR & MAINT. SVCS-RUT CRK					
6019	03/21/24	FISHE005 FISHER AUTO PARTS, INC		(Void Reason: SENT BY ACH)		03/28/24 VOID			247
V4-00472	1	FEBRUARY STATEMENT	47.76	501-4-45000-6007	Expenditure			1	1
				REPAIR & MAINT. SUPPLIES					
V4-00472	2	FEBRUARY STATEMENT	54.45	100-4-43200-6009	Expenditure			2	1
				VEHICLE/POWER EQUIPMENT SUPPLIES					
V4-00472	3	FEBRUARY STATEMENT	99.10	501-4-44000-6009	Expenditure			3	1
				VEHICLE & EQUIP SUPPLIES					
V4-00472	4	FEBRUARY STATEMENT	33.52	502-4-44000-6007	Expenditure			4	1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.					
V4-00472	5	FEBRUARY STATEMENT	82.46	502-4-44000-6007	Expenditure			5	1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.					
			<u>250.25</u>						
6020	03/21/24	FREDE005 FREDERICK ADAMS							247
V4-00481	1	BOOTS	100.00	502-4-44000-6011	Expenditure			24	1
				UNIFORMS					
6021	03/21/24	GFLN005 GFL ENVIRONMENTAL							247
V4-00476	1	MARCH SERVICE	10,534.36	514-4-43200-3160	Expenditure			17	1
				COLLECTION IN-TOWN					
V4-00476	2	MARCH SERVICE	1,461.68	514-4-43200-3170	Expenditure			18	1
				COLLECTION OUT OF TOWN					
			<u>11,996.04</u>						
6022	03/21/24	GRAIN005 GRAINGER		(Void Reason: SENT BY ACH)		03/28/24 VOID			247
V4-00482	1	WTP FILTER	377.80	501-4-44000-6007	Expenditure			25	1
				REPAIR & MAINT. SUPPLIES					
6023	03/21/24	LYNCH005 LYNCHBURG SPECIALTY ENGRAVING							247
V4-00478	1	SHADOW BOX FOR BOBBY	226.37	100-4-12110-5000	Expenditure			21	1
				CONTINGENCY REQUIREMENT					
6024	03/21/24	MANSF005 MANSFIELD OIL COMPANY							247
V4-00474	1	03/01-03/15/2024	192.80	100-4-43200-6008	Expenditure			11	1
				FUEL					
V4-00474	2	03/01-03/15/2024	643.03	100-4-31100-6008	Expenditure			12	1
				FUEL					
V4-00474	3	03/01-03/15/2024	175.75	502-4-44000-6008	Expenditure			13	1
				FUEL/OIL					
V4-00475	1	02/16-02/29/2024	300.29	100-4-43200-6008	Expenditure			14	1
				FUEL					
V4-00475	2	02/16-02/29/2024	686.00	100-4-31100-6008	Expenditure			15	1
				FUEL					
V4-00475	3	02/16-02/29/2024	88.98	502-4-44000-6008	Expenditure			16	1
				FUEL/OIL					
			<u>2,086.85</u>						

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
GENERAL FIRST NATION MAIN CHECKING Continued									
6025	03/21/24	PACEA005 PACE ANALYTICAL SERVICES, INC.							247
V4-00477	1	LAB TESTING	58.20	501-4-44000-3140	Expenditure		19		1
				TESTING SERVICES					
V4-00477	2	LAB TESTING	184.60	502-4-44000-3140	Expenditure		20		1
				TESTING SERVICES					
			<u>242.80</u>						
6026	03/21/24	WITME005 WITMER PUBLIC SAFETY GROUP		(Void Reason: SENT BY ACH)		03/28/24 VOID			247
V4-00479	1	BADGE	114.31	100-4-31100-6010	Expenditure		22		1
				POLICE SUPPLIES					
6028	03/21/24	FISHE005 FISHER AUTO PARTS, INC		Direct Deposit					249
V4-00485	1	FEBRUARY STATEMENT	47.76	501-4-45000-6007	Expenditure		1		1
				REPAIR & MAINT. SUPPLIES					
V4-00485	2	FEBRUARY STATEMENT	54.45	100-4-43200-6009	Expenditure		2		1
				VEHICLE/POWER EQUIPMENT SUPPLIES					
V4-00485	3	FEBRUARY STATEMENT	99.10	501-4-44000-6009	Expenditure		3		1
				VEHICLE & EQUIP SUPPLIES					
V4-00485	4	FEBRUARY STATEMENT	33.52	502-4-44000-6007	Expenditure		4		1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.					
V4-00485	5	FEBRUARY STATEMENT	82.46	502-4-44000-6007	Expenditure		5		1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.					
			<u>250.25</u>						
6029	03/21/24	GRAIN005 GRAINGER		Direct Deposit					249
V4-00487	1	WTP FILTER	377.80	501-4-44000-6007	Expenditure		7		1
				REPAIR & MAINT. SUPPLIES					
6030	03/21/24	WITME005 WITMER PUBLIC SAFETY GROUP		Direct Deposit					249
V4-00486	1	BADGE	114.31	100-4-31100-6010	Expenditure		6		1
				POLICE SUPPLIES					
6027	03/22/24	DEPAR005 DEPARTMENT OF MOTOR VEHICLES							248
V4-00488	1	FEB STOP REMOVALS	75.00	100-4-12420-3009	Expenditure		1		1
				DMV STOPS					
6031	03/28/24	POSTM005 POSTMASTER, AMHERST							250
V4-00489	1	MARCH UTILITY MAILING	319.74	501-4-12420-5210	Expenditure		8		1
				POSTAGE					
V4-00489	2	.	319.74	502-4-12420-5210	Expenditure		9		1
				POSTAGE					
			<u>639.48</u>						
6032	03/28/24	ENVIRO05 ENVIRONMENTAL RESOURCES ASSOC.							251
V4-00495	1	REQUIRED PT TEST FOR STAFF	392.80	502-4-44000-6004	Expenditure		24		1
				LAB SUPPLIES					
6033	03/28/24	GFLN005 GFL ENVIRONMENTAL							251
V4-00493	1	SHOOTING RANGE	26.95	100-4-31100-5800	Expenditure		22		1
				FIRE RANGE FEES					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
PO #	Item	Description							
GENERAL FIRST NATION MAIN CHECKING Continued									
6034	03/28/24	MINNE005 MINNESOTA LIFE							251
24-00049	1	MARCH 2024 CHECK DEDUCTIONS	52.80	501-2-21550-0000	G/L		1	1	
				OPT LIFE INS. W/HOLDING					
6035	03/28/24	NATIO010 NATIONWIDE RETIREMENT SOLUTION							251
24-00050	1	MARCH 2024 CHECK DEDUCTIONS	146.20	100-2-21400-0000	G/L		2	1	
				RETIREMENT W/HOLDING					
24-00050	2	MARCH 2024 CHECK DEDUCTIONS	278.46	100-2-21900-0000	G/L		3	1	
				DEFERRED COMP W/HOLDING					
24-00050	3	MARCH 2024 CHECK DEDUCTIONS	191.88	501-2-21400-0000	G/L		4	1	
				RETIREMENT W/HOLDINGS					
24-00050	4	MARCH 2024 CHECK DEDUCTIONS	365.46	501-2-21900-0000	G/L		5	1	
				DEFERRED COMP W/H					
24-00050	5	MARCH 2024 CHECK DEDUCTIONS	143.90	502-2-21400-0000	G/L		6	1	
				RETIRMENT W/HOLDING					
24-00050	6	MARCH 2024 CHECK DEDUCTIONS	274.10	502-2-21900-0000	G/L		7	1	
				DEFERRED COMP W/HOLDING					
			<u>1,400.00</u>						
6036	03/28/24	PACEA005 PACE ANALYTICAL SERVICES, INC.							251
V4-00496	1	LAB TESTING	184.60	502-4-44000-6051	Expenditure		25	1	
				CHEMICALS - RUT. CREEK					
V4-00496	2	LAB TESTING	184.60	502-4-44000-3140	Expenditure		26	1	
				TESTING SERVICES					
			<u>369.20</u>						
6037	03/28/24	SUPPL005 THE SUPPLY ROOM							251
V4-00494	1	TRASH BAGS	42.98	100-4-43200-6005	Expenditure		23	1	
				JANITORIAL SUPPLIES					
6038	03/28/24	TMOBI005 T-MOBILE							251
V4-00491	1	02/15-03/14/2024	122.36	100-4-43200-5230	Expenditure		20	1	
				TELECOMMUNICATION					
6039	03/28/24	TMOBI005 T-MOBILE							251
V4-00492	1	02/15-03/14/2024	379.14	100-4-31100-5230	Expenditure		21	1	
				TELECOMMUNICATIONS					
6040	03/28/24	VACOR005 VACORP							251
V4-00490	1	MARCH 2024 HYBRID DISABILITY	24.08	100-4-12110-2500	Expenditure		8	1	
				STD/LONG-TERM DISABILITY					
V4-00490	2	MARCH 2024 HYBRID DISABILITY	10.33	100-4-31100-2500	Expenditure		9	1	
				STD/LONG-TERM DISABILITY					
V4-00490	3	MARCH 2024 HYBRID DISABILITY	20.36	501-4-12110-2500	Expenditure		10	1	
				STD/LONG-TERM DISABILITY					
V4-00490	4	MARCH 2024 HYBRID DISABILITY	15.27	502-4-12110-2500	Expenditure		11	1	
				STD/LONG-TERM DISABILITY					
V4-00490	5	MARCH 2024 HYBRID DISABILITY	1.52	514-4-12110-2500	Expenditure		12	1	
				STD/LONG-TERM DISABILITY					
V4-00490	6	MARCH 2024 HYBRID DISABILITY	4.40	100-4-12420-2500	Expenditure		13	1	
				HYBRID DISABILITY					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
GENERAL		FIRST NATION MAIN CHECKING		Continued					
6040	VACORP			Continued					
V4-00490	7	MARCH 2024 HYBRID DISABILITY	8.60	501-4-12420-2500 HYBRID DISABILITY	Expenditure		14	1	
V4-00490	8	MARCH 2024 HYBRID DISABILITY	5.73	502-4-12420-2500 HYBRID DISABILITY	Expenditure		15	1	
V4-00490	9	MARCH 2024 HYBRID DISABILITY	0.37	514-4-12420-2500 HYBRID DISABILITY	Expenditure		16	1	
V4-00490	10	MARCH 2024 HYBRID DISABILITY	17.66	501-4-44000-2500 LONG-TERM DISABILITY	Expenditure		17	1	
V4-00490	11	MARCH 2024 HYBRID DISABILITY	20.26	502-4-44000-2500 LONG-TERM DISABILITY	Expenditure		18	1	
V4-00490	12	DEC 23 HYBRID DISABILITY	17.00	501-4-44000-2500 LONG-TERM DISABILITY	Expenditure		19	1	
			<u>145.58</u>						

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	56	3	80,660.70	742.36
Direct Deposit:	3	0	742.36	0.00
Total:	<u>59</u>	<u>3</u>	<u>81,403.06</u>	<u>742.36</u>

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	56	3	80,660.70	742.36
Direct Deposit:	3	0	742.36	0.00
Total:	<u>59</u>	<u>3</u>	<u>81,403.06</u>	<u>742.36</u>



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Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	4-100	29,323.17	0.00	424.66	29,747.83
WATER FUND	4-501	26,459.09	0.00	610.14	27,069.23
SEWER FUND	4-502	12,140.09	0.00	418.00	12,558.09
GARBAGE FUND	4-514	11,997.93	0.00	0.00	11,997.93
IDA FUND	4-701	29.98	0.00	0.00	29.98
Total of All Funds:		<u>79,950.26</u>	<u>0.00</u>	<u>1,452.80</u>	<u>81,403.06</u>

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	100	29,323.17	0.00	424.66	29,747.83
WATER FUND	501	26,459.09	0.00	610.14	27,069.23
SEWER FUND	502	12,140.09	0.00	418.00	12,558.09
GARBAGE FUND	514	11,997.93	0.00	0.00	11,997.93
IDA FUND	701	29.98	0.00	0.00	29.98
Total of All Funds:		<u>79,950.26</u>	<u>0.00</u>	<u>1,452.80</u>	<u>81,403.06</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	4-100	29,323.17	0.00	0.00	0.00	29,323.17
WATER FUND	4-501	26,459.09	0.00	0.00	0.00	26,459.09
SEWER FUND	4-502	12,140.09	0.00	0.00	0.00	12,140.09
GARBAGE FUND	4-514	11,997.93	0.00	0.00	0.00	11,997.93
IDA FUND	4-701	29.98	0.00	0.00	0.00	29.98
Total of All Funds:		<u>79,950.26</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>79,950.26</u>

	A	B	C	D
1	NAME	AMOUNT	DESCRIPTION	ADDITIONAL NOTES
2	VICKI HUNT			
3	ZOOM	\$42.00	MARCH	
4	AMAZON	\$14.73	HINGES	
5	SARA MCGUFFIN			
6	WASBAI	\$22.78	MONTHLY SERVICE FEE	
7	ADOBE	\$12.99	MONTHLY SERVICE FEE	
8	EXXON	\$17.41	GAS	
9	HOTEL ROANOKE	\$276.46	HOTEL FOR CONFERENCE	
10	OPEN PHONE	\$11.50	PIPE LINE TEXT	
11	TRACIE MORGAN			
12	BEEN VERIFIED	\$22.86	BACK GROUND CHECK SERVICE	
13	GOVERNMENT FINANCE	\$160.00	ASSOCIATION RENEWAL	
14	UVA COOPER CENTER	\$80.00	2024 TAV SPRING MEETING	
15	DGS DIV PURCHASE	\$150.00	RECERTIFY VA CONTRACTING ASSOCIATE CERT.	
16	CHARLES THOMPSON			
17	WALMART	\$673.71	UNIFORMS	
18	SUPER SHOES	\$409.97	BOOTS - MARK, CHARLES & KEITH	
19	GARY WILLIAMS			
20	FOODLION	\$15.56	WATER	
21	VA DPOR	\$240.00	BECKY/GARY W/ FRED LICENSE RENEWAL	
22	OFFICE OF WATER PROG.	\$600.00	MANUALS	
23	PSI SERVICES	\$124.00	ROBERT MEYERS TEST	
24	LUTHER ROSE			
25	TRACTOR SUPPLU	\$79.99	PET CARRIER	
26	ROBERT SHIFFLET			
27	LYNCHBURG ENGRAVING	\$287.83	PLAQUE	

Town Manager Report to Council  
 Status of Strategic Planning Initiatives

Goals and Strategies

<i>Goal #</i>	<i>Goals</i>	<i>Strategy #</i>	<i>Workshop Council Proposed Strategies - 2-year time frame</i>
1	<b>Develop Recreational Facilities and Entertainment Venues</b>	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)
<p>Actions Taken:</p> <ul style="list-style-type: none"> <li>• Staff proposed funding in the budget for land purchase.</li> <li>• Staff proposed additional funding for the First Responders event next year and secured donations for this year to have the biggest event thus far.</li> <li>• Signs have been installed at the park, and the name sign is ready for unveiling.</li> <li>• Bike racks have been purchased and installed at Town Hall and at the mini park.</li> <li>• Staff has begun research on Town clock options and exploring best option for location.</li> <li>• Planning Commission has held a public hearing and recommended approval of a Comprehensive Plan amendment to allow a conservation easement for the 22 acre park parcel.</li> <li>• The Planning Commission made a determination of substantial accord for the park property and has forwarded that to the Council for consideration.</li> <li>• Council declined the conservation easement.</li> <li>• The County has accepted the conservation easement and land donation for the Ambler property.</li> <li>• Staff is awaiting further direction from Council.</li> <li>• Maintenance staff has added swings and a “Free Little Library” (with the help of John Vandervelde) to Old Mill Park. They have been happily used.</li> </ul>			
2	<b>Promote Business and Economic Development</b>	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)
<p>Actions Taken:</p> <ul style="list-style-type: none"> <li>• Staff has met with the new engineers to follow up on the grading plans. Staff has worked with the engineers to respond to DEQ comments. Staff has provided additional information related to existing</li> </ul>			

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.

- 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.
- Staff has proposed a change to the business license fee for Realtors in response to concerns about this tax.

<b>3</b>	<b>Revitalize Downtown Area</b>		
		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:

- 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.
- Staff is meeting with an engineering firm to receive a proposal for streetscaping and widening of sidewalk area in a selected area.

<b>4</b>	<b>Continuously Improve and Enhance Services</b>		
		5.a	Support continuing education for employees
		5.b	Facility improvements identified in the CIP



**MARCH 2024 MONTHLY REPORT: 249 CALLS FOR SERVICE: 4656 MILES PATROLLED**

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	22
ALARM	8
PHONE COMPLAINT	70
BOLO	2
MISSING PERSON	
SHOPLIFTING	
PROBLEM WITH OTHERS	11
DOMESTIC	2
CHECK WELFARE	6
NOISE OR DOG COMPLAINT	1
TRAFFIC CRASH	3
EMS CALLS	1
SUDDEN DEATH	1
SUSPICIOUS PERSON	7
OTHER	26
CALLS AT AMBRIAR	2

WARNINGS	NUMBER
SPEEDING	9
EQUIPMENT VIOLATION	
RECKLESS DRIVING	2
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	2
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	2

OTHER	NUMBER
ASSIST OTHER OFFICER	7
ASSIST OTHER AGENCY	7
COURT	2
REPORTS	14
SCHOOL / TRAINING	6
MEETINGS	3
TOWED / IMPOUNDED VEH	

OFFICER INITIATED	NUMBER
BUILDING CHECKS	82
BUSINESS VISIT	79
BUILDING SEARCH	5
TRAFFIC SUMMONS	16
DRUNK IN PUBLIC	
EXTRA PATROLS/PARKS	199
WARRANT SERVICE	1
PROPERTY WALK AROUNDS	
WARRANTS OBTAINED	1
PARKING TICKETS	
MISD. INVESTIGATION	2
FELONY INVESTIGATION	2
NARCOTICS INV.	2
SEARCH WARRANT	3
PUBLIC RELATIONS	4
CITIZEN CONTACT	231

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	6
EQUIPMENT VIOLATION	
RECKLESS DRIVING	
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	4
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	7

ARREST	NUMBER
MISDEMEANOR	1
FELONY	
EPO/PPO	1
ECO	1
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 MARCH 2024 ACTIVITIES:**

3/5/2024- Officer Rose attended K9 Training.

3/6/2024- Officer Rose attended K9 Training.

3/8/2024- Capt. Watts performed directed speed enforcement on Sunset Drive. No violations.

3/8/2024- Officer Rose worked with John McDaniel for an upcoming class to teach at a church.

3/12/2024- Officer Rose and K9 Skye did Community Policing at the ball fields.

3/13/2024- All full time Officers attended Monadnock and Taser Training.

3/13/2024- Capt. Watts attended the Council Meeting.

3/14/2024- Officer Robinson Continued to FTO Officer Banton

3/14/2024- Officer Rose and K9 Skye did Community Policing at the ball fields.

3/17/2024- Captain Watts Continued to FTO Officer Banton.

3/18/2024- 3/22/2024- Reserve Officer Taylor attended General Instructor School.

3/21/2024- Officer Rose and K9 Skye did Community Policing at the ball fields.





3/28/2024- All Officers attended Chief Shiflett’s retirement dinner.

3/28/2024- Officer Rose deployed K9 Skye for an area search for the Town.

3/29/2024- Officer Hash qualified Officer Clarkson and new part-time Officer.

3/30/2024- Capt. Watts performed directed speed enforcement on Sunset Drive.  
No violations.

Capt. Watts worked on the June 29<sup>th</sup> event throughout the month.

**AFTER HOURS CALLS**

3/1/2024	Suspicious Person	Washington St.	Given a Ride
3/10/2024	Alarm	Dogwood St.	Accidental
3/18/2024	Alarm	South Main St.	Building Secure
3/26/2024	Alarm	Lancer Lane	Building Checked

**ASSIST COUNTY CALLS**



# TOWN OF AMHERST

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

**To:** Town Council  
**From:** Tracie Morgan  
**Date:** April 3, 2024  
**Re:** March 2024 Monthly Report

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## Utilities:

- March 2024 utility billing total was \$194,243.67.
- There were four disconnects for March 2024.
- Three 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.
- Charles Thompson and I met with another company regarding the automated water meters. If we can find a cooperative procurement contract to utilize that would be ideal, however, if not we will have to put out an advertisement for a Request for Proposals (RFP). Right now, we are trying to determine what type of system will work best for us so that we can word the RFP correctly.

## Accounts Payable:

- The total amount of checks cut for January bills, including payroll deductions was \$79,950.26.
- Please see attached report for full check listing.

## Meals and Beverage Tax:

- 15 Businesses paid \$61,067.50 in Meals and Beverage Tax for the month of February 2024.

## Revenue and Expense Report:

- The attached report shows revenue and expense totals through March 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 have started in the form of bank liens.

**Business License Tax:**

- Formal reminders went in the mail in late February with a due date of May 1, 2024.

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

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

*Include Non-Anticipated: Yes*

*Year To Date As Of: 03/31/24*

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

*Include Non-Budget: Yes*

*Current Period: 03/01/24 to 03/31/24*

*Print Zero YTD Activity: No*

*Prior Year: 03/01/23 to 03/31/23*

<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>
100-3-11030-0001	PERSONAL PROPERTY TAX-CURRENT	0.00	0.00	0.00	375.00	375.00	0
100-3-11060-0002	INTEREST ON DEL TAXES	25.23	0.00	0.00	159.21	159.21	0
100-3-12010-0001	LOCAL SALES & USE TAX	12,457.43	146,400.00	12,854.96	132,176.01	14,223.99 -	90
100-3-12020-0001	CONSUMER UTILITY TAX-GAS, ELEC	2,239.61	25,000.00	0.00	15,020.56	9,979.44 -	60
100-3-12020-0002	ELECTRIC CONSUMPTION TAX	1,608.77	18,000.00	0.00	8,608.63	9,391.37 -	48
	<b>12020 Total</b>	<b>3,848.38</b>	<b>43,000.00</b>	<b>0.00</b>	<b>23,629.19</b>	<b>19,370.81 -</b>	<b>54</b>
100-3-12030-0006	BUSINESS LICENSE TAX	25,508.66	130,000.00	16,641.69	48,938.63	81,061.37 -	38
100-3-12030-0007	BUSINESS LIC TAX-INTEREST & PEN	0.00	1,300.00	0.00	3,393.65	2,093.65	261
	<b>12030 Total</b>	<b>25,508.66</b>	<b>131,300.00</b>	<b>16,641.69</b>	<b>52,332.28</b>	<b>78,967.72 -</b>	<b>39</b>
100-3-12050-0001	MOTOR VEHICLE LICENSES	50.00 -	40,000.00	0.00	42,775.00	2,775.00	107
100-3-12050-0002	MOTOR VEHICLE LICENSES PENALTIES/INTE	67.07	300.00	0.00	190.78	109.22 -	64
	<b>12050 Total</b>	<b>17.07</b>	<b>40,300.00</b>	<b>0.00</b>	<b>42,965.78</b>	<b>2,665.78</b>	<b>106</b>
100-3-12060-0001	BANK STOCK FEE	0.00	70,000.00	31,783.00	31,783.00	38,217.00 -	45
100-3-12080-0001	CIGARETTE TAX	6,000.00	30,000.00	6,000.00	27,000.00	3,000.00 -	90
100-3-12100-0001	LODGING TAX	895.36	12,000.00	1,365.91	13,613.26	1,613.26	113
100-3-12110-0001	MEALS TAX	56,137.55	700,000.00	61,370.42	567,714.89	132,285.11 -	81

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

04/03/2024  
01:14 PM

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
100-3-12110-0002	MEALS TAX-PEN & INTEREST	0.00	600.00	397.08	753.69	153.69	126
	<b>12110 Total</b>	<b>56,137.55</b>	<b>700,600.00</b>	<b>61,767.50</b>	<b>568,468.58</b>	<b>132,131.42 -</b>	<b>81</b>
100-3-13030-0007	ZONING PERMITS	200.00	0.00	0.00	200.00	200.00	0
100-3-14010-0001	FINES & FORFEITURES	1,645.48	6,000.00	606.29	10,289.60	4,289.60	171
100-3-15010-0001	INTEREST ON BANK DEPOSITS	7,913.48	5,000.00	0.00	45,465.46	40,465.46	909
100-3-15010-0002	INTEREST ON INVESTMENTS	8,267.45	20,000.00	0.00	65,406.36	45,406.36	327
100-3-15010-0003	VIP UNREALIZED GAIN/LOSS	36,614.41	0.00	0.00	41,244.89	41,244.89	0
	<b>15010 Total</b>	<b>52,795.34</b>	<b>25,000.00</b>	<b>0.00</b>	<b>152,116.71</b>	<b>127,116.71</b>	<b>608</b>
100-3-15020-0005	TOWER LEASE	0.00	10,859.16	0.00	7,239.44	3,619.72 -	67
100-3-16030-0001	POLICE SECURITY	1,937.52	20,000.00	0.00	2,525.10	17,474.90 -	13
100-3-18030-0001	REFUNDS	1,212.95	500.00	280.00	6,944.69	6,444.69	***
100-3-18030-0005	RETURNED CHECK FEE	0.00	0.00	0.00	550.00	550.00	0
100-3-18030-0006	ACCIDENT REPORTS	55.00	250.00	0.00	150.00	100.00 -	60
100-3-18030-0007	MISC REV	0.00	0.00	1.05	70.34	70.34	0
100-3-18030-0008	COLLECTION FEE	409.20	2,000.00	311.94	1,537.50	462.50 -	77
	<b>18030 Total</b>	<b>1,677.15</b>	<b>2,750.00</b>	<b>592.99</b>	<b>9,252.53</b>	<b>6,502.53</b>	<b>336</b>
100-3-18990-0003	DONATIONS-POLICE	0.00	0.00	0.00	1,349.00	1,349.00	0
100-3-18990-0005	SALE OF SALVAGE/SURPLUS PROPERTY	0.00	0.00	0.00	1,127.88	1,127.88	0
	<b>18990 Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,476.88</b>	<b>2,476.88</b>	<b>0</b>
100-3-19020-0005	DMV STOP FEES	55.60	1,200.00	78.52	1,589.35	389.35	132

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

04/03/2024  
01:14 PM

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
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	459.72	3,000.00	121.45	1,507.01	1,492.99 -	50
100-3-22010-0030	COMMUNICATION TAX FROM STATE	5,779.86	70,800.00	5,626.80	50,518.41	20,281.59 -	71
	<b>22010 Total</b>	<b>6,239.58</b>	<b>93,655.92</b>	<b>5,748.25</b>	<b>72,108.96</b>	<b>21,546.96 -</b>	<b>76</b>
100-3-24010-0001	DCJS GRANTS	0.00	92,000.00	3,780.70	3,780.70	88,219.30 -	4
100-3-24010-0003	STATE POLICE AID	16,166.00	64,664.00	17,003.00	34,006.00	30,658.00 -	53
	<b>24010 Total</b>	<b>16,166.00</b>	<b>156,664.00</b>	<b>20,783.70</b>	<b>37,786.70</b>	<b>118,877.30 -</b>	<b>24</b>
100-3-24020-0001	FIRE PROGRAM GRANT	15,000.00	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
	<b>GENERAL FUND Revenue Totals</b>	<b>200,606.35</b>	<b>1,690,856.29</b>	<b>158,222.81</b>	<b>1,292,522.47</b>	<b>398,333.82 -</b>	<b>76</b>

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

04/03/2024  
01:14 PM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
100-4-11010-0000	TOWN COUNCIL	0.00	0.00	0.00	0.00	0.00	0
100-4-11010-1100	WAGES	950.00	11,400.00	950.00	8,550.00	2,850.00	75
100-4-11010-2100	FICA	72.70	872.10	72.70	654.30	217.80	75
100-4-11010-5501	TRAVEL-MILAGE/HOTELS/CONFERENCE	960.82	5,000.00	185.33	3,010.97	1,989.03	60
	<b>11010 TOWN COUNCIL</b>	<b>1,983.52</b>	<b>17,272.10</b>	<b>1,208.03</b>	<b>12,215.27</b>	<b>5,056.83</b>	<b>71</b>

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

04/03/2024  
01:14 PM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
100-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0
100-4-12110-1100	WAGES	4,582.44	54,705.81	4,189.01	37,997.23	16,708.58	69
100-4-12110-1300	PT WAGES	4,447.29	41,241.26	3,172.74	31,623.46	9,617.80	77
100-4-12110-2100	FICA	700.09	7,339.95	571.32	5,969.83	1,370.12	81
100-4-12110-2200	VRS	1,114.82	4,950.72	883.89	7,580.44	2,629.72 -	153
100-4-12110-2300	HEALTH INSURANCE	426.15	8,602.44	709.53	5,699.52	2,902.92	66
100-4-12110-2400	GROUP LIFE INSURANCE	67.42	733.06	60.94	500.54	232.52	68
100-4-12110-2500	STD/LONG-TERM DISABILITY	0.00	288.85	24.08	192.64	96.21	67
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	367.50	0.00	405.56 -	427.88	427.88 -	0
100-4-12110-3600	ADVERTISING	169.56	2,000.00	352.56	846.77	1,153.23	42
100-4-12110-5000	CONTINGENCY REQUIREMENT	1,150.00	50,726.00	3,999.23	8,791.53	41,934.47	17
100-4-12110-5210	POSTAGE	0.00	250.00	310.00 -	88.97	161.03	36
100-4-12110-5230	TELECOMMUNICATIONS	45.00	540.00	45.00	405.00	135.00	75
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	230.64	3,000.00	91.13	3,706.58	706.58 -	124
100-4-12110-5810	DUES & MEMBERSHIPS	0.00	2,500.00	0.00	620.83	1,879.17	25
	<b>12110 TOWN MANAGER</b>	<b>13,300.91</b>	<b>179,254.12</b>	<b>13,383.87</b>	<b>104,451.22</b>	<b>74,802.90</b>	<b>58</b>



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

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
100-4-12210-3150	TOWN ATTORNEY	2,000.00	26,750.00	2,140.00	19,120.00	7,630.00	71

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

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

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

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
100-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
100-4-12420-1100	WAGES	5,284.15	49,879.28	4,118.94	40,225.53	9,653.75	81
100-4-12420-1300	PT WAGES	458.27	5,083.25	358.82	3,373.23	1,710.02	66
100-4-12420-2100	FICA	465.63	4,204.63	372.97	3,608.98	595.65	86
100-4-12420-2200	VRS	771.72	8,444.56	860.83	7,746.02	698.54	92
100-4-12420-2300	HEALTH INSURANCE	1,422.64	8,155.56	1,399.73	13,515.99	5,360.43 -	166
100-4-12420-2400	GROUP LIFE INSURANCE	58.94	668.38	68.15	605.41	62.97	91
100-4-12420-2500	HYBRID DISABILITY	0.00	0.00	4.40	35.20	35.20 -	0
100-4-12420-2600	UNEMPLOYMENT INSURANCE	0.00	41.60	0.00	10.34	31.26	25
100-4-12420-2700	WORKER'S COMP	0.00	104.04	0.00	0.00	104.04	0
100-4-12420-3009	DMV STOPS	275.00	2,000.00	75.00	1,750.00	250.00	88
100-4-12420-3150	PROFESSIONAL SVCS	0.00	3,800.00	0.00	22.86	3,777.14	1
100-4-12420-3160	BANKING SERVICE CHARGES	152.16	800.00	891.24 -	366.95	433.05	46
100-4-12420-3170	VIP MANAGEMENT FEE	0.00	3,500.00	891.24	1,134.43	2,365.57	32
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	850.00 -	14.99	14.99 -	0
100-4-12420-5210	POSTAGE	662.90	3,000.00	310.00	3,355.59	355.59 -	112
100-4-12420-5230	TELECOMMUNICATIONS	45.00	1,080.00	90.00	1,050.41	29.59	97
100-4-12420-5400	TUITION REIMBURSEMENT	185.00	8,000.00	0.00	5,506.00	2,494.00	69
100-4-12420-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	80.00	3,000.00	80.00	672.63	2,327.37	22
100-4-12420-5810	DUES & MEMBERSHIPS	0.00	300.00	310.00	560.00	260.00 -	187
100-4-12420-6001	OFFICE SUPPLIES	3,523.64	4,000.00	14.73	5,513.11	1,513.11 -	138
	<b>12420 FINANCE DEPARTMENT</b>	<b>13,385.05</b>	<b>110,511.30</b>	<b>7,213.57</b>	<b>93,874.08</b>	<b>16,637.22</b>	<b>85</b>

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

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
100-4-12510-0000	INFORMATION TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0
100-4-12510-3150	I.T. SERVICES	50.72	9,000.00	129.28	3,557.60	5,442.40	40
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	1,131.50	8,000.00	568.00	5,775.75	2,224.25	72
100-4-12510-6002	I.T. SUPPLIES	12.99	5,000.00	9,406.43 -	3,786.39	1,213.61	76
100-4-12510-8001	I.T. EQUIPMENT	0.00	5,000.00	9,419.42	9,419.42	4,419.42 -	188
	<b>12510 INFORMATION TECHNOLOGY</b>	<b>1,195.21</b>	<b>28,000.00</b>	<b>710.27</b>	<b>22,989.16</b>	<b>5,010.84</b>	<b>82</b>

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

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
100-4-31100-0000	POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
100-4-31100-1100	WAGES	46,468.06	436,639.62	41,536.64	354,893.46	81,746.16	81
100-4-31100-1200	OVERTIME	0.00	8,453.09	2,610.65	7,816.64	636.45	92
100-4-31100-1300	PT WAGES	2,170.80	31,516.13	1,876.30	16,008.89	15,507.24	51
100-4-31100-1400	OTHER PAY/HOLIDAY	234.69	13,904.30	0.00	10,004.31	3,899.99	72
100-4-31100-1500	SECURITY WAGES	1,200.00	20,000.00	0.00	2,557.50	17,442.50	13
100-4-31100-2100	FICA	3,740.70	37,524.26	3,624.70	28,692.74	8,831.52	76
100-4-31100-2200	VRS	5,563.58	73,923.09	6,611.76	58,109.34	15,813.75	79
100-4-31100-2300	HEALTH INSURANCE	5,365.67	74,262.00	5,596.77	52,546.84	21,715.16	71
100-4-31100-2400	GROUP LIFE INSURANCE	714.37	5,850.97	519.36	4,414.73	1,436.24	75
100-4-31100-2500	STD/LONG-TERM DISABILITY	0.00	123.94	10.33	72.31	51.63	58
100-4-31100-2600	UNEMPLOYMENT INSURANCE	0.00	93.45	0.00	13.04	80.41	14
100-4-31100-2700	WORKER'S COMP	0.00	14,140.78	0.00	0.00	14,140.78	0
100-4-31100-2710	LODA INSURANCE	0.00	2,642.00	0.00	0.00	2,642.00	0
100-4-31100-3310	REPAIR & MAINT. SVCS	0.00	2,000.00	0.00	425.00	1,575.00	21
100-4-31100-3320	PROFESSIONAL SERVICES	0.00	4,000.00	0.00	4,000.00	0.00	100
100-4-31100-3400	CODE RED	0.00	2,700.00	0.00	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	1,016.21	10,000.00	3,010.59	8,374.53	1,625.47	84
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	425.00	5,000.00	0.00	1,682.49	3,317.51	34
100-4-31100-5700	EVENTS	1,500.00	12,000.00	1,400.00	2,674.10	9,325.90	22
100-4-31100-5800	FIRE RANGE FEES	0.00	3,000.00	26.95	674.41	2,325.59	22
100-4-31100-5801	ATTORNEY FEES	900.00	2,000.00	0.00	1,920.00	80.00	96
100-4-31100-5810	DUES & MEMBERSHIP	0.00	6,000.00	0.00	4,448.00	1,552.00	74
100-4-31100-6001	OFFICE SUPPLIES	517.23	3,000.00	893.52	1,789.31	1,210.69	60

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

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
100-4-31100-6003	CANINE SUPPLIES	51.98	4,000.00	230.84	2,447.93	1,552.07	61
100-4-31100-6008	FUEL	1,316.31	20,000.00	1,988.16	12,015.04	7,984.96	60
100-4-31100-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	5.00	9,000.00	0.00	1,804.12	7,195.88	20
100-4-31100-6010	POLICE SUPPLIES	647.53	45,000.00	636.14	30,260.38	14,739.62	67
100-4-31100-6011	UNIFORMS	54.60	4,000.00	1,239.26	3,309.80	690.20	83
100-4-31100-6030	CRIME PREVENTION	0.00	5,000.00	0.00	1,894.03	3,105.97	38
100-4-31100-6032	INVESTIGATION EXPENSE	1,396.95	2,500.00	170.00	1,200.42	1,299.58	48
100-4-31100-8005	VEHICLES/EQUIPMENT	0.00	104,692.08	1,000.00	121,326.54	16,634.46 -	116
	<b>31100 POLICE DEPARTMENT</b>	<b>73,288.68</b>	<b>966,974.08</b>	<b>72,981.97</b>	<b>738,141.90</b>	<b>228,832.18</b>	<b>76</b>

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

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
100-4-32200-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
100-4-32200-5600	FIRE DEPT CONTRIBUTIONS	12,500.00	15,000.00	0.00	15,000.00	0.00	100
100-4-32200-5701	FIRE PROGRAM GRANTS	15,000.00	15,000.00	0.00	15,000.00	0.00	100
	<b>32200 CONTROL</b>	<b>27,500.00</b>	<b>30,000.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>0.00</b>	<b>100</b>

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

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
100-4-41320-5100	STREETLIGHTS	2,658.96	26,085.79	2,625.64	22,620.14	3,465.65	87



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

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
100-4-43200-0000	GENERAL MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
100-4-43200-1100	WAGES	3,595.06	43,140.93	4,385.01	35,211.15	7,929.78	82
100-4-43200-1300	PT WAGES	1,065.67	15,452.12	542.36	7,616.36	7,835.76	49
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	367.34	3,300.28	375.28	3,292.38	7.90	100
100-4-43200-2200	VRS	636.33	7,303.76	571.60	6,385.80	917.96	87
100-4-43200-2300	HEALTH INSURANCE	628.19	10,613.40	720.44	7,625.23	2,988.17	72
100-4-43200-2400	GROUP LIFE INSURANCE	39.48	578.09	45.22	568.74	9.35	98
100-4-43200-2500	HYBRID DISABILITY	0.00	100.10	0.00	0.00	100.10	0
100-4-43200-2600	UNEMPLOYMENT INSURANCE	0.00	83.20	0.00	11.30	71.90	14
100-4-43200-2700	WORKER'S COMP	0.00	146.91	0.00	237.00	90.09 -	161
100-4-43200-5100	ELECTRIC	13,555.35	7,702.60	914.84	7,803.72	101.12 -	101
100-4-43200-5110	HEATING SERVICES	198.30	4,500.00	0.00	2,103.22	2,396.78	47
100-4-43200-5120	WATER/SEWER	465.17	3,759.00	0.00	2,157.22	1,601.78	57
100-4-43200-5230	TELECOMMUNICATION	1,472.13	11,136.00	1,749.17 -	8,658.63	2,477.37	78
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	1,120.00	7,000.00	0.00	1,957.69	5,042.31	28
100-4-43200-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	0.00	3,000.00	0.00	2,231.36	768.64	74
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	42.98	470.33	2,529.67	16
100-4-43200-6007	REPAIR & MAINT. SUPPLIES	434.39	21,500.00	9,875.00	17,801.30	3,698.70	83
100-4-43200-6008	FUEL	464.37	20,000.00	1,337.75	7,820.54	12,179.46	39
100-4-43200-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	942.60	24,000.00	2,885.30 -	13,679.94	10,320.06	57
100-4-43200-6011	UNIFORMS	0.00	2,500.00	1,294.27	1,420.62	1,079.38	57
100-4-43200-6012	CHRISTMAS DECORATIONS	0.00	4,000.00	0.00	4,525.90	525.90 -	113

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

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
100-4-43200-6013	AG SUPPLIES	457.79	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
	<b>43200 GENERAL MAINTENANCE</b>	<b>25,442.17</b>	<b>276,390.90</b>	<b>15,470.28</b>	<b>132,093.20</b>	<b>144,297.70</b>	<b>48</b>

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

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
100-4-71300-5600	SECOND STAGE CONTRIBUTION	0.00	0.00	1,000.00	1,000.00	1,000.00 -	0

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

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
100-4-72100-5600	VILLAGE GARDEN CLUB CONTRI.	0.00	3,000.00	0.00	1,004.27	1,995.73	33

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

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
100-4-72200-5600	MUSEUM CONTRIBUTIONS	1,676.78	3,000.00	0.00	0.00	3,000.00	0

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

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
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	280.76	625.88	625.88 -	0
100-4-81100-5210	POSTAGE	33.46	0.00	0.00	0.00	0.00	0
100-4-81100-5810	DUES/MEMBERSHIP	0.00	1,118.00	0.00	0.00	1,118.00	0
	<b>81100 PLANNING/ZONING</b>	<b>33.46</b>	<b>1,118.00</b>	<b>280.76</b>	<b>625.88</b>	<b>492.12</b>	<b>56</b>

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

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

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

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
<b>GENERAL FUND Expenditure Totals</b>		<b>162,464.74</b>	<b>1,690,856.29</b>	<b>117,014.39</b>	<b>1,180,635.12</b>	<b>510,221.17</b>	<b>70</b>

<b>100 GENERAL FUND</b>	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
<b>Revenues:</b>	<b>200,606.35</b>	<b>158,222.81</b>	<b>1,292,522.47</b>
<b>Expenditures:</b>	<b>162,464.74</b>	<b>117,014.39</b>	<b>1,180,635.12</b>
<b>Net Income:</b>	<b>38,141.61</b>	<b>41,208.42</b>	<b>111,887.35</b>



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

<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>
501-3-16080-0005	WATER IN-TOWN BASE CHARGES	21,622.22	269,934.29	0.00	132,783.19	137,151.10 -	49
501-3-16080-0006	WATER OT BASE CHARGES	13,348.91	175,851.84	0.00	73,291.26	102,560.58 -	42
501-3-16080-0007	WATER IN-TOWN USAGE CHARGE	28,376.62	408,047.97	0.00	199,232.62	208,815.35 -	49
501-3-16080-0008	WATER OT USAGE CHARGES	20,570.30	291,179.13	0.00	120,634.80	170,544.33 -	41
501-3-16080-0009	PENALTIES	2,550.81	20,000.00	0.00	17,038.66	2,961.34 -	85
501-3-16080-0010	TRIP CHARGES	800.00	8,000.00	0.00	5,450.00	2,550.00 -	68
501-3-16080-0011	DORMANT ACCT FEE	308.45	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	250.00	11,463.17	8,463.17	382
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	37.63 -	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
	<b>16080 Total</b>	<b>95,961.68</b>	<b>1,316,117.68</b>	<b>250.00</b>	<b>623,359.23</b>	<b>692,758.45 -</b>	<b>47</b>
501-3-41060-0007	DEPOSIT-UTILITY ACCTS	0.00	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
	<b>WATER FUND Revenue Totals</b>	<b>95,961.68</b>	<b>1,417,969.01</b>	<b>250.00</b>	<b>623,571.71</b>	<b>794,397.30 -</b>	<b>43</b>

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

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
501-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0
501-4-12110-1100	WAGES	4,831.08	43,962.71	3,559.18	37,069.23	6,893.48	84
501-4-12110-1300	PT WAGES	555.90	5,058.80	396.60	3,953.00	1,105.80	78
501-4-12110-2100	FICA	427.01	3,750.15	318.54	3,281.92	468.23	88
501-4-12110-2200	VRS	728.64	9,232.17	745.40	7,078.34	2,153.83	77
501-4-12110-2300	HEALTH INSURANCE	340.10	4,468.80	370.52	3,334.59	1,134.21	75
501-4-12110-2400	GROUP LIFE INSURANCE	46.50	589.10	51.40	460.15	128.95	78
501-4-12110-2500	STD/LONG-TERM DISABILITY	0.00	232.11	20.36	152.88	79.23	66
	<b>12110 TOWN MANAGER</b>	<b>6,929.23</b>	<b>67,293.84</b>	<b>5,462.00</b>	<b>55,330.11</b>	<b>11,963.73</b>	<b>82</b>

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

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
501-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
501-4-12420-1100	WAGES	3,987.43	37,853.15	3,038.71	29,578.69	8,274.46	78
501-4-12420-1300	PT WAGES	916.56	9,976.48	717.64	6,746.41	3,230.07	68
501-4-12420-2100	FICA	355.38	3,658.97	266.95	2,595.35	1,063.62	71
501-4-12420-2200	VRS	413.53	6,408.54	496.04	4,342.35	2,066.19	68
501-4-12420-2300	HEALTH INSURANCE	211.98	7,820.40	231.14	2,079.27	5,741.13	27
501-4-12420-2400	GROUP LIFE INSURANCE	33.79	507.23	39.26	343.73	163.50	68
501-4-12420-2500	HYBRID DISABILITY	0.00	0.00	8.60	68.80	68.80 -	0
501-4-12420-3160	BANKING SERVICE CHARGES	0.00	200.00	0.00	21.00	179.00	10
501-4-12420-3320	SUPPORT CONTRACTS	0.00	3,600.00	0.00	3,208.33	391.67	89
501-4-12420-5210	POSTAGE	296.31	3,600.00	319.74	2,835.46	764.54	79
501-4-12420-6001	OFFICE SUPPLIES	0.00	2,200.00	0.00	1,723.00	477.00	78
	<b>12420 FINANCE DEPARTMENT</b>	<b>6,214.98</b>	<b>75,824.77</b>	<b>5,118.08</b>	<b>53,542.39</b>	<b>22,282.38</b>	<b>71</b>

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

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
501-4-44000-0000	WATER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0
501-4-44000-1100	WAGES	16,911.80	170,869.00	17,648.92	159,456.94	11,412.06	93
501-4-44000-1200	OVERTIME	0.00	0.00	0.00	1,218.98	1,218.98 -	0
501-4-44000-1300	PT WAGES	955.04	27,299.88	1,732.80	21,561.26	5,738.62	79
501-4-44000-1400	OTHER/HOLIDAY	144.36	6,114.07	0.00	8,506.73	2,392.66 -	139
501-4-44000-2100	FICA	1,324.09	15,627.65	1,422.67	14,057.58	1,570.07	90
501-4-44000-2200	VRS	1,875.93	22,983.97	3,228.19	26,155.24	3,171.27 -	114
501-4-44000-2300	HEALTH INSURANCE	2,140.70	33,516.00	3,781.05	30,706.64	2,809.36	92
501-4-44000-2400	GROUP LIFE INSURANCE	150.28	2,289.62	255.48	2,077.32	212.30	91
501-4-44000-2500	LONG-TERM DISABILITY	0.00	492.41	34.66	208.95	283.46	42
501-4-44000-2600	UNEMPLOYMENT INSURANCE	0.00	41.60	0.00	13.13	28.47	32
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	709.30	31,000.00	788.40	2,615.99	28,384.01	8
501-4-44000-3150	PROFESSIONAL SVCS	250.00	3,200.00	250.00	2,250.00	950.00	70
501-4-44000-3310	REPAIR & MAINT. SVCS	0.00	10,000.00	0.00	1,457.24	8,542.76	15
501-4-44000-3600	ADVERTISING	0.00	2,000.00	0.00	0.00	2,000.00	0
501-4-44000-5100	ELECTRICAL SVCS	5,788.11	47,707.13	6,657.62	53,167.71	5,460.58 -	111
501-4-44000-5120	WATER & SEWER	5,930.39	40,400.00	0.00	25,064.87	15,335.13	62
501-4-44000-5210	POSTAGE	0.00	2,000.00	0.00	8.13	1,991.87	0
501-4-44000-5230	TELECOMMUNICATIONS	281.18	5,040.00	373.70	3,448.80	1,591.20	68
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	350.00	3,000.00	600.00	725.00	2,275.00	24
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	240.00	2,000.00	124.00	1,167.00	833.00	58
501-4-44000-6001	OFFICE SUPPLIES	0.00	2,000.00	0.00	2,605.78	605.78 -	130
501-4-44000-6004	LAB SUPPLIES	44.07	15,000.00	695.30	26,525.40	11,525.40 -	177

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

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
501-4-44000-6007	REPAIR & MAINT. SUPPLIES	341.25	20,000.00	639.99	25,189.86	5,189.86 -	126
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	191.70	3,000.00	99.10	1,443.80	1,556.20	48
501-4-44000-6011	UNIFORMS	0.00	1,500.00	93.94	1,025.56	474.44	68
501-4-44000-6051	CHEMICALS	0.00	108,000.00	6,138.30	54,958.73	53,041.27	51
501-4-44000-8005	EQUIPMENT	0.00	15,000.00	0.00	268.33	14,731.67	2
	<b>44000 WATER OPERATIONAL</b>	<b>37,628.20</b>	<b>607,033.24</b>	<b>44,564.12</b>	<b>469,667.97</b>	<b>137,365.27</b>	<b>77</b>

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

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
501-4-45000-0000	WATER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
501-4-45000-1100	WAGES	12,277.10	125,683.37	8,773.62	85,261.82	40,421.55	68
501-4-45000-1200	PT WAGES	0.00	734.15	0.00	0.00	734.15	0
501-4-45000-1300	PT WAGES	65.74	1,821.68	10.66	528.13	1,293.55	29
501-4-45000-2100	FICA	973.20	9,810.30	673.74	6,585.04	3,225.26	67
501-4-45000-2200	VRS	1,403.38	21,278.19	1,591.91	13,713.30	7,564.89	64
501-4-45000-2300	HEALTH INSURANCE	1,803.36	27,930.00	1,945.66	16,945.82	10,984.18	61
501-4-45000-2400	GROUP LIFE INSURANCE	116.29	1,684.16	126.02	1,096.39	587.77	65
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	0.00	255.95	544.05	32
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	160.00	200.00	0.00	0.00	200.00	0
501-4-45000-6007	REPAIR & MAINT. SUPPLIES	26.47	20,000.00	10,660.38	16,512.33	3,487.67	83
501-4-45000-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	0.00	0.00	24.00	336.50	336.50 -	0
501-4-45000-8005	EQUIPMENT/VEHICLES	0.00	18,000.00	0.00	41,080.31	23,080.31 -	228
	<b>45000 WATER MAINTENANCE</b>	<b>16,825.54</b>	<b>243,498.75</b>	<b>23,805.99</b>	<b>182,315.59</b>	<b>61,183.16</b>	<b>75</b>

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

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
501-4-94000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
501-4-94000-8002	WATER TREATMENT PLANT IMPROVEMENTS	159,006.09	0.00	0.00	367,956.10	367,956.10 -	0
501-4-94000-8003	SUNSET WATERLINE REPLACEMENT	0.00	0.00	0.00	69,000.00	69,000.00 -	0
	<b>94000 CONTROL</b>	<b>159,006.09</b>	<b>0.00</b>	<b>0.00</b>	<b>436,956.10</b>	<b>436,956.10 -</b>	<b>0</b>

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

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
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	2,302.21	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
	<b>95000 DEBT SERVICE</b>	<b>10,542.84</b>	<b>424,318.41</b>	<b>0.00</b>	<b>227,474.75</b>	<b>196,843.66</b>	<b>54</b>
<b>WATER FUND Expenditure Totals</b>		<b>237,146.88</b>	<b>1,417,969.01</b>	<b>78,950.19</b>	<b>1,425,286.91</b>	<b>7,317.90 -</b>	<b>101</b>

<b>501 WATER FUND</b>	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
<b>Revenues:</b>	<b>95,961.68</b>	<b>250.00</b>	<b>623,571.71</b>
<b>Expenditures:</b>	<b>237,146.88</b>	<b>78,950.19</b>	<b>1,425,286.91</b>
<b>Net Income:</b>	<b>141,185.20 -</b>	<b>78,700.19 -</b>	<b>801,715.20 -</b>



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

<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>
502-3-16080-0005	SEWER IN-TOWN BASE CHARGES	30,110.50	366,129.74	0.00	180,243.33	185,886.41 -	49
502-3-16080-0006	SEWER OT BASE CHARGES	9,819.24	144,879.09	0.00	45,862.70	99,016.39 -	32
502-3-16080-0007	SEWER IN-TOWN USAGE CHARGE	18,777.92	269,596.69	0.00	130,753.87	138,842.82 -	48
502-3-16080-0008	SEWER OT USAGE CHARGE	7,992.72	117,929.46	0.00	37,086.06	80,843.40 -	31
502-3-16080-0009	PENALTIES	2,060.78	15,000.00	0.00	14,065.74	934.26 -	94
502-3-16080-0011	DORMANT ACCT FEE	457.54	5,395.54	0.00	2,832.34	2,563.20 -	52
502-3-16080-0012	AVALABILITY FEE	0.00	0.00	250.00	3,188.08	3,188.08	0
	<b>16080 Total</b>	<b>69,218.70</b>	<b>918,930.52</b>	<b>250.00</b>	<b>414,032.12</b>	<b>504,898.40 -</b>	<b>45</b>
502-3-19020-0003	SBC-RUT. CREEK OPERATIONS	0.00	50,000.00	17,353.96	47,244.08	2,755.92 -	94
502-3-19020-0004	SBC SEWER REHAB	0.00	11,172.00	2,793.00	8,379.00	2,793.00 -	75
	<b>19020 Total</b>	<b>0.00</b>	<b>61,172.00</b>	<b>20,146.96</b>	<b>55,623.08</b>	<b>5,548.92 -</b>	<b>90</b>
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
	<b>SEWER FUND Revenue Totals</b>	<b>69,218.70</b>	<b>1,207,829.13</b>	<b>20,396.96</b>	<b>470,044.67</b>	<b>737,784.46 -</b>	<b>38</b>

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

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
502-4-12110-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
502-4-12110-1100	WAGES	3,623.31	37,524.95	2,669.38	26,566.90	10,958.05	71
502-4-12110-1300	PT WAGES	500.31	4,552.92	356.94	3,557.70	995.22	78
502-4-12110-2100	FICA	326.63	2,870.66	243.44	2,412.18	458.48	84
502-4-12110-2200	VRS	546.48	6,924.13	559.06	5,308.77	1,615.36	77
502-4-12110-2300	HEALTH INSURANCE	255.08	3,351.60	277.90	2,501.02	850.58	75
502-4-12110-2400	GROUP LIFE INSURANCE	34.86	441.83	38.56	345.19	96.64	78
502-4-12110-2500	STD/LONG-TERM DISABILITY	0.00	174.08	15.27	122.16	51.92	70
	<b>12110 CONTROL</b>	<b>5,286.67</b>	<b>55,840.17</b>	<b>4,160.55</b>	<b>40,813.92</b>	<b>15,026.25</b>	<b>73</b>

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

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
502-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
502-4-12420-1100	WAGES	3,248.83	30,609.39	2,498.40	24,270.69	6,338.70	79
502-4-12420-1300	PT WAGES	893.64	9,727.07	699.69	6,577.72	3,149.35	68
502-4-12420-2100	FICA	298.20	3,085.74	225.07	2,183.68	902.06	71
502-4-12420-2200	VRS	343.37	5,182.17	416.79	3,639.61	1,542.56	70
502-4-12420-2300	HEALTH INSURANCE	203.50	6,703.20	221.89	1,996.11	4,707.09	30
502-4-12420-2400	GROUP LIFE INSURANCE	28.21	410.16	32.99	288.07	122.09	70
502-4-12420-2500	HYBRID DISABILITY	0.00	0.00	5.73	45.84	45.84 -	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	296.32	3,700.00	319.74	2,835.50	864.50	77
502-4-12420-6001	OFFICE SUPPLIES	0.00	2,000.00	0.00	1,723.00	277.00	86
	<b>12420 FINANCE DEPARTMENT</b>	<b>5,312.07</b>	<b>64,417.73</b>	<b>4,420.30</b>	<b>46,768.56</b>	<b>17,649.17</b>	<b>73</b>

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

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
502-4-44000-0000	SEWER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0
502-4-44000-1100	WAGES	16,548.88	181,011.05	9,338.70	94,101.90	86,909.15	52
502-4-44000-1200	OVERTIME	0.00	0.00	0.00	1,079.61	1,079.61 -	0
502-4-44000-1400	OTHER/HOLIDAY	184.62	5,766.59	0.00	2,808.34	2,958.25	49
502-4-44000-2100	FICA	1,288.32	14,288.49	720.79	7,558.45	6,730.04	53
502-4-44000-2200	VRS	2,049.69	30,645.17	1,713.31	15,692.82	14,952.35	51
502-4-44000-2300	HEALTH INSURANCE	2,134.30	33,516.00	1,804.95	16,659.86	16,856.14	50
502-4-44000-2400	GROUP LIFE INSURANCE	159.82	2,425.55	135.62	1,236.93	1,188.62	51
502-4-44000-2500	LONG-TERM DISABILITY	0.00	224.98	20.26	159.78	65.20	71
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.	23.25	2,000.00	178.25	178.25	1,821.75	9
502-4-44000-3140	TESTING SERVICES	1,185.10	50,666.00	1,661.40	25,358.22	25,307.78	50
502-4-44000-3150	PROFESSIONAL SVCS	250.00	3,000.00	250.00	2,250.00	750.00	75
502-4-44000-3310	REPAIR & MAINT. SVCS-RUT CRK	0.00	18,666.00	155.00	7,568.37	11,097.63	41
502-4-44000-3600	ADVERTISING	0.00	500.00	0.00	0.00	500.00	0
502-4-44000-5100	ELECTRICAL SVCS-RUT CRK	3,611.85	41,426.32	0.00	31,454.65	9,971.67	76
502-4-44000-5120	WATER, SEWER - RUT. CRK.	421.09	9,705.00	0.00	2,734.28	6,970.72	28
502-4-44000-5130	ELECTRICAL SVCS-PUMP STATION	289.78	1,785.30	4,917.92	11,045.35	9,260.05 -	619
502-4-44000-5140	WATER,SEWER-PUMP STATION	31.20	187.20	0.00	124.80	62.40	67
502-4-44000-5210	POSTAGE	0.00	259.90	0.00	25.04	234.86	10
502-4-44000-5230	TELECOMMUNICATIONS	299.78	4,260.00	578.79	5,078.80	818.80 -	119
502-4-44000-5304	PROPERTY INSURANCE	0.00	3,572.70	0.00	0.00	3,572.70	0
502-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	360.70	0.00	0.00	360.70	0
502-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	3,000.00	0.00	0.00	3,000.00	0
502-4-44000-5600	PERMITS	0.00	4,000.00	0.00	4,180.00	180.00 -	104
502-4-44000-5810	DUES & MEMBERSHIPS	0.00	2,000.00	240.00	1,135.01	864.99	57
502-4-44000-6001	OFFICE SUPPLIES	0.00	2,000.00	0.00	2,605.76	605.76 -	130

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

04/03/2024  
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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
502-4-44000-6004	LAB SUPPLIES	1,509.91	8,235.00	408.36	2,440.22	5,794.78	30
502-4-44000-6007	REPAIR & MAINT. SUPPLIES-RUT. CRK.	19,988.16	27,751.20	245.71	16,508.36	11,242.84	59
502-4-44000-6008	FUEL/OIL	336.74	2,000.00	503.49	2,396.97	396.97 -	120
502-4-44000-6009	VEHICLE & EQUIP SUPPLIES	1,045.55	3,000.00	0.00	927.41	2,072.59	31
502-4-44000-6011	UNIFORMS	0.00	2,000.00	100.00	661.98	1,338.02	33
502-4-44000-6051	CHEMICALS - RUT. CREEK	0.00	4,615.00	667.40	667.40	3,947.60	14
502-4-44000-8005	VEHICLES	0.00	15,000.00	0.00	268.33	14,731.67	2
	<b>44000 SEWER OPERATIONAL</b>	<b>51,358.04</b>	<b>481,268.85</b>	<b>23,639.95</b>	<b>256,906.89</b>	<b>224,361.96</b>	<b>53</b>

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

04/03/2024  
01:14 PM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
502-4-45000-0000	SEWER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
502-4-45000-1100	WAGES	12,277.10	125,304.20	8,773.62	85,261.82	40,042.38	68
502-4-45000-1300	PT WAGES	65.74	734.15	10.66	528.13	206.02	72
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	973.20	9,781.29	673.74	6,585.04	3,196.25	67
502-4-45000-2200	VRS	1,403.38	21,214.00	1,591.91	13,713.30	7,500.70	65
502-4-45000-2300	HEALTH INSURANCE	1,803.36	27,818.28	1,945.66	16,945.82	10,872.46	61
502-4-45000-2400	GROUP LIFE INSURANCE	116.29	1,679.07	126.02	1,096.39	582.68	65
502-4-45000-2500	HYBRID DISABILITY	0.00	48.05	0.00	0.00	48.05	0
502-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	0.00	1,126.76	0
502-4-45000-5410	LEASE OF EQUIPMENT	0.00	5,000.00	0.00	0.00	5,000.00	0
502-4-45000-6007	REPAIR & MAINT. SUPPLIES	2,939.12	8,000.00	2,448.24	19,078.22	11,078.22 -	238
502-4-45000-8005	EQUIPMENT/VEHICLES	0.00	18,000.00	0.00	41,080.30	23,080.30 -	228
	<b>45000 SEWER MAINTENANCE</b>	<b>19,578.19</b>	<b>220,527.48</b>	<b>15,569.85</b>	<b>184,289.02</b>	<b>36,238.46</b>	<b>84</b>

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

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
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	0.00	1,026,822.21	1,026,822.21 -	0

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

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
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	4,892.20	53,033.00	0.00	27,424.64	25,608.36	52
502-4-95000-9004	SEWER REHAB PRINCIPLE	6,087.29	70,017.22	0.00	34,888.01	35,129.21	50
502-4-95000-9005	SEWER REHAB INTEREST	3,540.71	45,518.78	0.00	22,878.21	22,640.57	50
	<b>95000 DEBT SERVICE</b>	<b>32,031.54</b>	<b>385,844.00</b>	<b>0.00</b>	<b>193,828.19</b>	<b>192,015.81</b>	<b>50</b>
<b>SEWER FUND Expenditure Totals</b>		<b>113,566.51</b>	<b>1,207,898.23</b>	<b>47,790.65</b>	<b>1,749,428.79</b>	<b>541,530.56 -</b>	<b>145</b>

<b>502 SEWER FUND</b>	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
<b>Revenues:</b>	<b>69,218.70</b>	<b>20,396.96</b>	<b>470,044.67</b>
<b>Expenditures:</b>	<b>113,566.51</b>	<b>47,790.65</b>	<b>1,749,428.79</b>
<b>Net Income:</b>	<b>44,347.81 -</b>	<b>27,393.69 -</b>	<b>1,279,384.12 -</b>



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

<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>
514-3-16080-0005	GARBAGE IT CHARGES	10,280.68	138,492.00	0.00	70,219.24	68,272.76 -	51
514-3-16080-0006	GARBAGE OT CHARGES	1,457.37	19,944.00	0.00	9,980.34	9,963.66 -	50
514-3-16080-0009	PENALTIES	406.25	5,000.00	0.00	2,736.06	2,263.94 -	55
	<b>16080 Total</b>	<b>12,144.30</b>	<b>163,436.00</b>	<b>0.00</b>	<b>82,935.64</b>	<b>80,500.36 -</b>	<b>50</b>
	<b>GARBAGE FUND Revenue Totals</b>	<b>12,144.30</b>	<b>163,436.00</b>	<b>0.00</b>	<b>82,935.64</b>	<b>80,500.36 -</b>	<b>50</b>

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

04/03/2024  
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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
514-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0
514-4-12110-1100	WAGES	362.31	3,297.20	266.94	2,656.66	640.54	81
514-4-12110-1300	PT WAGES	55.62	505.88	39.64	395.12	110.76	78
514-4-12110-2100	FICA	33.08	290.94	24.66	244.34	46.60	84
514-4-12110-2200	VRS	54.66	692.41	55.90	530.80	161.61	77
514-4-12110-2300	HEALTH INSURANCE	25.50	335.16	27.78	250.03	85.13	75
514-4-12110-2400	GROUP LIFE INSURANCE	3.48	44.18	3.86	34.55	9.63	78
514-4-12110-2500	STD/LONG-TERM DISABILITY	0.00	17.41	1.52	12.16	5.25	70
514-4-12110-5000	CONTINGENCY	0.00	678.34	0.00	0.00	678.34	0
	<b>12110 TOWN MANAGER</b>	<b>534.65</b>	<b>5,861.52</b>	<b>420.30</b>	<b>4,123.66</b>	<b>1,737.86</b>	<b>70</b>

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

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
514-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
514-4-12420-1100	WAGES	168.22	1,600.93	127.87	1,245.47	355.46	78
514-4-12420-1300	PT WAGES	22.94	249.41	17.93	168.64	80.77	68
514-4-12420-2100	FICA	13.84	141.55	10.35	100.84	40.71	71
514-4-12420-2200	VRS	17.34	271.05	20.74	181.73	89.32	67
514-4-12420-2300	HEALTH INSURANCE	8.48	335.16	9.24	83.13	252.03	25
514-4-12420-2400	GROUP LIFE INSURANCE	1.42	21.45	1.64	14.38	7.07	67
514-4-12420-2500	HYBRID DISABILITY	0.00	0.00	0.37	2.96	2.96 -	0
	<b>12420 FINANCE DEPARTMENT</b>	<b>232.24</b>	<b>2,619.55</b>	<b>188.14</b>	<b>1,797.15</b>	<b>822.40</b>	<b>69</b>

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

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
514-4-43200-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
514-4-43200-3160	COLLECTION IN-TOWN	10,074.74	129,646.32	10,534.36	94,809.24	34,837.08	73
514-4-43200-3170	COLLECTION OUT OF TOWN	1,404.72	20,865.61	1,461.68	13,155.12	7,710.49	63
	<b>43200 CONTROL</b>	<b>11,479.46</b>	<b>150,511.93</b>	<b>11,996.04</b>	<b>107,964.36</b>	<b>42,547.57</b>	<b>72</b>

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

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
514-4-45000-0000	GARBAGE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
514-4-45000-1100	WAGES	272.83	2,961.48	194.99	1,894.95	1,066.53	64
514-4-45000-1400	OTHER PAY/HOLIDAYS	0.00	40.48	0.00	0.00	40.48	0
514-4-45000-2100	FICA	21.56	229.65	14.97	145.46	84.19	63
514-4-45000-2200	VRS	31.20	501.38	35.38	304.79	196.59	61
514-4-45000-2300	HEALTH INSURANCE	40.09	670.32	43.24	376.63	293.69	56
514-4-45000-2400	GROUP LIFE INSURANCE	2.58	39.69	2.80	24.39	15.30	61
	<b>45000 GARBAGE MAINTENANCE</b>	<b>368.26</b>	<b>4,443.00</b>	<b>291.38</b>	<b>2,746.22</b>	<b>1,696.78</b>	<b>62</b>
<b>GARBAGE FUND Expenditure Totals</b>		<b>12,614.61</b>	<b>163,436.00</b>	<b>12,895.86</b>	<b>116,631.39</b>	<b>46,804.61</b>	<b>71</b>

<b>514 GARBAGE FUND</b>	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
<b>Revenues:</b>	<b>12,144.30</b>	<b>0.00</b>	<b>82,935.64</b>
<b>Expenditures:</b>	<b>12,614.61</b>	<b>12,895.86</b>	<b>116,631.39</b>
<b>Net Income:</b>	<b>470.31 -</b>	<b>12,895.86 -</b>	<b>33,695.75 -</b>

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

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
701-3-41030-0001	BP RECOUPMENT REV	28,456.73	28,456.73	641.12	641.12	27,815.61 -	2
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
<b>IDA FUND Revenue Totals</b>		<b>28,456.73</b>	<b>36,420.63</b>	<b>641.12</b>	<b>5,789.88</b>	<b>30,630.75 -</b>	<b>15</b>

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

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
701-4-45000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
701-4-45000-1300	PT WAGES	788.82	8,809.82	127.85	6,337.35	2,472.47	72
701-4-45000-2100	FICA	60.36	673.95	9.78	484.80	189.15	72
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
	<b>45000 CONTROL</b>	<b>849.18</b>	<b>27,737.79</b>	<b>137.63</b>	<b>6,822.15</b>	<b>20,915.64</b>	<b>25</b>

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

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
701-4-81500-0000	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0
701-4-81500-3310	REPAIR & MAINT. SERV.	300.00	0.00	0.00	0.00	0.00	0
701-4-81500-5100	ELECTRICAL SERV.	26.53	180.00	29.98	261.30	81.30 -	145
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
	<b>81500 ECONOMIC DEVELOPMENT</b>	<b>326.53</b>	<b>8,682.84</b>	<b>29.98</b>	<b>2,951.30</b>	<b>5,731.54</b>	<b>34</b>



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

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
	<b>IDA FUND Expenditure Totals</b>	<b>1,175.71</b>	<b>36,420.63</b>	<b>167.61</b>	<b>9,773.45</b>	<b>26,647.18</b>	<b>27</b>

<b>701 IDA FUND</b>	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
<b>Revenues:</b>	<b>28,456.73</b>	<b>641.12</b>	<b>5,789.88</b>
<b>Expenditures:</b>	<b>1,175.71</b>	<b>167.61</b>	<b>9,773.45</b>
<b>Net Income:</b>	<b>27,281.02</b>	<b>473.51</b>	<b>3,983.57 -</b>

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

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<b>Grand Totals</b>	<b>Prior</b>	<b>Current</b>	<b>YTD</b>
<b>Revenues:</b>	<b>406,387.76</b>	<b>179,510.89</b>	<b>2,474,864.37</b>
<b>Expenditures:</b>	<b>526,968.45</b>	<b>256,818.70</b>	<b>4,481,755.66</b>
<b>Net Income:</b>	<b>120,580.69 -</b>	<b>77,307.81 -</b>	<b>2,006,891.29 -</b>

**CLERK OF COUNCIL REPORT  
MARCH 2024**

**COMMITTEE MEETINGS**

**Planning Commission**

*Regular Meeting 3/06/24:* 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 3/21/24:* Prepare for and attend meeting; draft minutes for approval; post to Town website

**Economic Development Authority:**

*Regular Meeting 3/4/21 –* 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 3/13/24:* 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.

*Work Session: 3/04/24:* attend work session; 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
- Share links to community news and events; Monitor feedback.

**STREET BANNERS AND PERMITS**

Pancake Day Banner – prepare banner permit application; correspond with VDOT

Request banner cost from three companies

First Responders Celebration Banner– design banner; place order with McBride’s Sign

Town Holiday Banner – place order with McBride’s Sign

**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
- Correspond with David Woody re website pop-up ads
- Correspond with Point Source re overhead projector
- Order Minute Book #23
- Prepare Resolution for Richard Wydner for approval by council
- Telephone conference with Mike Cargill re 2024 events
- Work on documents for posting to MuniDocs
- Miscellaneous phone calls, correspondence; miscellaneous research.
- Prepare miscellaneous purchase orders.

Town of Amherst Committees Report– March 31, 2024 - See Attached.

# Town of Amherst Committees as of March 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 Vandervelede	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
Vacant		

**PROPERTY MAINTENANCE INVESTIGATION BOARD**

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

**CENTRAL VIRGINIA PLANNING COMMISSION/MPO**

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

Appointed/Term Expires

**CENTRAL VIRGINIA TRANSPORTATION COUNCIL (MPO)**

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

Appointed/Term Expires

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

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

# Utility/Town Maintenance and Construction Report

Mar-24

Water Meter Read	1180
Water Meter Re-Read	35
Disconnects	5
VA-811 Service locations	36
Vehicle PM Work Orders	25
Pump Station/Plant Work Orders	31
Banners Installed/Dismantled	0
Water Services Installed/Replaced	7
Sewer Services Installed/Replaced	6
Minor Leaks Repaired	2
Major Leaks Repaired	0
Minor Sewer Problems Resolved	2
Major Sewer Problems Resolved	9

## Man Hours

Meter Reading	105
Street/Sidewalk Maintenance	300
Safety Training	4
Bush gogging/ Right of way water/ sewer	75
Flushing Water	8
Equipment Maintenance	102
Xmas decorations	0

Dec-43


## Water

<p><b>Water intake road reworked</b>  Annual Fire Hyd. Inspection.  Vac all streets and repaint parking and no parking spaces.  Work with vendor on meter reading study  Work on Park ( swings,library book exchange box)</p>	<p>Many other projects completed</p>
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## Routine/Annual Work

## Projects/Unusual Work

<p>Service Work Orders  Meter Reading  Prev-Maint Work Orders  Disconnects  Re-connects  Flushing Program  in Select Locations</p>	<p>Locating Un-marked/Unknown Water &amp; 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.</p>
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**TOWN OF AMHERST  
DEPARTMENT OF PLANTS  
MONTHLY REPORT TO COUNCIL  
FOR THE MONTH OF  
February/March, 2024**

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

February and March were uniquely busy months for Water and Wastewater Staff. Twenty-eight percent of February's days saw rain, while March saw twenty-nine percent rainy days. This saw both plants' operational staff busy keeping water flowing into and away from the Town.

For water plant staff, a rainy day brings muddy water from the river. Mud or dirt and grit are expressed in terms of turbidity or NTUs—normal NTUs for the town range from four NTUs to ten NTUs. During a rain event, the river NTU can climb into the hundreds. The more days of rain, the more days of high turbidity; thus, the more often operators must backwash filters, the more water is sent to the Wastewater plant for treatment and ultimately discharged into Rutledge Creek. Grit from the Buffalo River that settled out at the Water plant is removed from the waste stream at the Rutledge plant by the plant's vortex grit separator; the grit is then discharged and put into a trash roll-off container and sent to the landfill.

Grit is the principal enemy of the Town's water distribution and collection system. For every rain event, you can see the reported percentages as a cost increase in operations. This is not anything new, and we all have more than likely talked about it at some time or another. Most people would know it as depreciation, use, or wear it all depends on your finance recording.

River grit primarily affects the two raw river water pumps because of its direct contact with it at the river pumping station. During high river turbidity, The pumps slowly wear down over time as the grit acts like sandpaper. Grit also wears down the pump motor by causing the motor to work harder to pump a heavier weight. The two waste tank pumps at the water plant are the following pieces of equipment the grit menaces. Water laden with grit is flushed from the mixer and settling basins during routine cleanings. Routine cleaning is scheduled every six months to take care of one-half of the water plants' settling process. One mixer basin and its corresponding settling basin are drained, and then the sidewalls and bottom are flushed by a fire hose.

All of which flow to the waste tank. The waste tank has two submersible grit pumps that are burdened with emptying the tank of water and grit. Float switches trigger the pumps here to pump the tank contents to Main Street, which flows by gravity down Forest Avenue to Walnut Street, then under the Route 29 bypass, between Glad Manufacturing and Buffalo Air Handling to the Rutledge Creek Interceptor. From there, it flows to the Rutledge Creek WWTP.

In paragraph two, the vortex grit separator was mentioned. Spinning the influent wastewater creates a separation of water and grit. The grit spirals downward and is picked up by the grit pump, which discharges it utilizing the grit classifier. At this point, it has been moved to a twenty-yard dumpster for removal to the landfill.

While rains are the source of the Town's ongoing water supply, they also increase the fiscal demands that today's societies face.

**Town of Amherst Planning Commission  
Minutes  
March 21, 2024**

A special meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill, on March 21, 2024, at 6:00 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
A	William Jones	P	John Vandervelde
P	Anne Webster Day	P	Veda Butcher
P	Clifford Hart		

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

The purpose of the meeting was to discuss proposed code amendments.

Discussions involved consideration of a proposed amendment to the Town of Amherst Zoning Ordinance Section 24-576 – Signs permitted in all sign districts, that would, if approved, add new subsection (3)(c) providing for “open” flags and chalkboard displays; and, consideration of the proposed amendment to the Town of Amherst Zoning Ordinance Section 24-511, Surfacing, to amend subsection (a) to include duplexes, and accessory dwelling units in a residentially zoned district; amend subsection (b) to include surface treatment; and add new subsection (c) to define parking spaces and driveways.

Town Manager McGuffin was directed to revise the proposed amendments as discussed for further consideration by the Commission at its April 3, 2024, meeting.

There being no further business, on motion of Mr. Driskill which was seconded by Mr. Vandervelde, and carried 6-0, the meeting adjourned at 7:12 PM, according to the following:

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

\_\_\_\_\_  
June Driskill, Chairperson

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

**Town of Amherst Planning Commission  
Minutes  
April 3, 2024**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on April 3, 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
A	William Jones	A	John Vandervelde
P	Anne Webster Day	P	Veda Butcher
P	Clifford Hart		

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

The Chair opened the floor for citizen comments.

Rick Monohan, Town of Amherst resident, came forward to request a business license in order to run a tattoo parlor.

Town Manager McGuffin reported to the Commission that a business license could not be approved because the Town’s Zoning Ordinance does not specifically allow for tattoo parlors. Ms. McGuffin requested that a public hearing be set on amendment to the ordinance to include tattoo parlors. No action was taken by the Commission and the matter was deferred for discussion.

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

Ms. Day made a motion that was seconded by Mr. Hart to approve the minutes of the March 6, 2024, meeting.

There being no discussion the motion carried 5-0 according to the following:

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

Mr. Driskill made a motion that was seconded by Ms. Day to approve the minutes of the March 21, 2024, meeting.

There being no discussion the motion carried 5-0 according to the following:

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



Town Manager McGuffin gave a report on a request from Amherst Presbyterian Church for consideration of a site plan. The site plan was presented to the Commission for its review.

Mr. Hart made a motion that was seconded by Ms. Day to grant conditional approval of the site plan subject to the satisfactory completion of the review agencies and a signed set of plans, as recommended by staff.

There being no discussion, the matter carried 5-0 as follows:

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

Tim Hoden, Deputy Superintendent, Amherst County Public Schools, was present to update the Commission on the Amherst County Public School proposed site plan for the Amherst County High School. No action was taken by the Commission.

Town Manager McGuffin reported that a duly advertised public hearing was held by the Commission on March 6, 2024, on a proposed amendment to the Town of Amherst Zoning Ordinance Section 24-576 – Signs permitted in all sign districts, that would, if approved, add new subsection (3)(c) providing for “open” flags and chalkboard displays. No action was taken by the Commission and the matter was deferred for further discussion and consideration.

After discussion, because substantial additional language was made to ordinance advertised, Town Manager McGuffin requested that a public hearing be set on the following proposed amendments to Town Code Section 24, Zoning and Subdivisions, that would, if approved:

- a) Add new subsections to Section 24-576 – Signs permitted in all sign districts, allowing provisions for signs and/or flags to be displayed during business hours, and providing for LED signs inside of business windows; and
- b) Add new subsection to Sec. 24-580, Signs prohibited in all sign districts, prohibiting flutter flags as permanent signs; and,
- c) Add new section to define “Signs.”

After discussion Mr. Driskill made a motion that was seconded by Mr. Hart to set a public hearing on the proposed amendments to Town Code Section 24, Zoning and Subdivisions, as recommended by staff.

There being no further discussion, the motion carried 5-0 according to the following:

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

Town Manager McGuffin reported that a duly advertised public hearing was held on March 6, 2024, on a proposed amendment to the Town of Amherst Zoning Ordinance Section 24-511 Surfacing, that would, if approved, amend subsection (a) to include duplexes and accessory dwelling units in a residentially zoned district; amend subsection (b) to include surface treatment; and add new subsection (c) to define parking spaces and driveways, and provide surface treatment criteria.

After discussion and a report by Town Manager McGuffin, Mr. Driskill made a motion that was seconded by Ms. Day, to make a recommendation to Town Council to approve the proposed amendment to the Town of Amherst Zoning Ordinance Section 24-511, Surfacing, to amend subsection (a) to include duplexes and accessory dwelling units in a residentially zoned district; amend subsection (b) to include surface treatment; and add new subsection (c) to define parking spaces and driveways, and provide surface treatment criteria, as recommended by staff.

There being no further discussion, the motion carried 4-1 according to the following:

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

There being no further business, on motion of Mr. Driskill, seconded by Mr. Hart, and carried 5-0, the meeting adjourned at 7:26 PM, according to the following:

June Driskill	Aye		Anne Webster Day	Aye
Michael Driskill	Aye		John Vandervelde	Absent
William Jones	Absent		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  
February 22, 2024 – 6:00 p.m.

Directors: Bruce Jones  
(Present) Doug Perrow, Treasurer  
Jennifer Elliott  
Zachary Campbell  
Joetricia Humbles  
Leslie Wheaton  
Shepard Landrum

Directors: Bonnie Swanson, Vice Chairman  
(Absent) Jeff Floyd, Chairman  
Andrew Rousseau

Staff/Partners: (Present) Cindy Miller, RELSWCD Office Administrator  
Katelin Savage, RELSWCD Conservation Education Specialist  
Dustin Woodall, RELSWCD Conservation Technician  
Kelly Burke, NRCS  
Stacy Horton, DCR

Staff Absent: Jonathan Wooldridge, District Manager Conservation Specialist

Others: Collin Wolfe

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order February 22, 2024 at 6:01 p.m., by Doug Perrow, Acting Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

Adopting the Agenda: Doug Perrow, Acting Chairman, asked if there were any changes to the agenda. Motion was made to approve the agenda as presented. Approved (Jones, Humbles passed 7/0).

Acknowledgement of Guests: J. Kim Steinhorst, Robert Lockridge and Charles Falwell from the Timberlake WLD. Mr. Collin Wolfe came in at 6:10 pm.

Reading and Approving of the January 25, 2024 Minutes: Doug Perrow, Acting Chairman, asked if there were any corrections to the minutes. Motion was made to approve the minutes as written. Approved (Landrum, Jones passed 7/0).

Reading and Approving of the February 5, 2024 Minutes: Doug Perrow, Acting Chairman, asked if there were any corrections to the minutes. Motion was made to approve the minutes as written. Approved (Jones, Landrum passed 7/0).

#### REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report –January 2024– 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.

2-DCR Conservation District Coordinator Report – Stacy Horton, CDC provided the February 2024 reports from both Angela Ball and Stacy Horton. (Copy filed with minutes).

3-USDA Natural Resources Conservation Service Report – Kelly Burke, NRCS District Conservationist provided the February 2024 report. (Copy filed with minutes).

6:40 pm Katelin Savage stepped out.

4-Virginia Department of Forestry Report – BJ Butler, Area Forester – February 2024 no report was provided.

6:42 pm Katelin Savage stepped back in.

5-Virginia Cooperative Extension Report – Bruce Jones, Appomattox VCE Agent- February 2024 report was provided. (Copy filed with minutes).

- 1 .Poultry Litter Meeting -- February 27 - Appomattox Community Center – 8:30 am
2. Dicamba Herbicide Training – February 28 – Campbell County Extension Office – 8:30 am
3. Central Virginia Cattleman’s Conference- April 5-Bedford County
4. Agritourism Conference-February 28-Harrisonburg
5. Women in Agriculture gathering-Blacksburg-April 19-20

Motion request was made to provide a \$50 donation toward the cost of renting the Appomattox Community Center on February 27, 2024 for the Poultry Litter Meeting. Approved (Whealton, Humbles 6/0 passed , Jones abstained)

6:45 pm Jones exited the meeting.

6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report: February 2024 report was provided (copy filed with minutes).

7-RELSWCD Conservation Technician Report- Dustin Woodall gave the February 2024 report (copy filed with minutes).

Motion was made to approve the revised cost share estimates as listed for the following contracts and instances based on revised cost share estimates and design plans received from DCR (10-24-0003, 10-23-0010, 10-23-0054, 10-23-0056, 10-22-0001,10-22-0031). Approved (Humbles, Elliott passed 6/0).

Motion was made to approve a NM-1A for \$1,041.00 for 10-24-0043. Approved (Humbles, Whealton passed 6/0).

<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>
10-24-0043	584437	Appomattox/OCB	\$1,041	\$1,041	06/30/24	PY24 OCB VACS	NM-1A
10-24-0003	540628	Campbell/OCB	\$27,169.51	\$28,417.51 Includes \$1,248 Buffer Payment	06/30/24	PY24 OCB VACS	SL-6W
10-23-0010	507105	Appomattox/CB	\$146,499.26	\$164,499.26 Includes \$18,000 Buffer Payment	06/30/24	PY23 CB VACS	SL-6W

10-23-0054	526594	Campbell/OCB	\$41,963.92	\$48,443.92 Includes \$6,480 Buffer Payment	06/30/24	PY23 OCB VACS	SL-6W
10-23-0056*	584799	Campbell/CB	\$107,382.40	\$69,798.56	06/30/24	PY23 CB VACS	SL-6N
10-22-0001	453060	Appomattox/CB	\$68,504.21	\$78,152.21 Includes \$9,648 Buffer Payment	06/30/24	PY22 CB VACS	SL-6W
10-22-0031	475560	Appomattox/CB	\$56,252.36	\$61,076.36 Includes \$4,824 Buffer Payment	06/30/24	PY22 CB VACS	SL-6W

\*Contract Number 10-23-0056, Instance Number 584799 was originally approved on 05/25/2023 as a SL-6W under Instance Number 527646. Practice was reviewed by DCR and was changed from a SL-6W to a SL-6N practice with a 10 ft setback and a 15-year lifespan (65% cost-share with no buffer payment) based on installation of the fencing component of the practice.

8-RELSWCD Education Specialist Report-Katelin Savage gave the February 2024 report (copy filed with minutes).

Committee meeting request: I will need an education committee meeting to review any scholarship applications before next month's board meeting, either on March 19<sup>th</sup> or 20<sup>th</sup>.

9-RELSWCD Office Administrator Report – Cindy Miller gave the February 2024 (copy filed with minutes).

Motion request needed to determine how long we would like our facility rental lease for 6 months, 1 year or 2 years. Motion was made to ask for a 6-month lease for the current space. Approved (Wheaton, Humbles passed 6/0).

Personnel meeting will need to be scheduled soon to discuss which position to advertise.

Our next Board of Directors meeting will be Thursday March 28, 2024.

10- Timberlake WID –J Kim Steinhorst presented the budget for the Timberlake WID for FY 2024 to be approved by the Board of Directors and submitted to VSWCB to be approved at the March 27, 2024 meeting.

Motion presented to approve the FY 2024 Budget for the Timberlake WID. Approved (Humbles, Elliott passed 6/0).

REPORT OF COMMITTEES- None

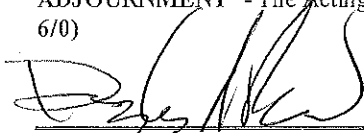
UNFINISHED BUSINESS- None

NEW BUSINESS- Review and assignment of committees. Listing is on file.

**PUBLIC COMMENT** –Collin Wolfe spoke about his concerns about his cost share acreage for his cover crops. Mr. Wolfe stated he should have over 300 acres signed up for cover crop but Robert E Lee SWCD only has 100.2 acres on file as signed up and approved.

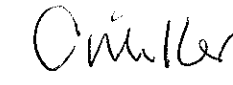
**ANNOUNCEMENTS** – None

**ADJOURNMENT** - The Acting Chairman adjourned the meeting at 7:41 p.m. Approved (Humbles, Landrum passed 6/0)



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Doug Porrow, Acting Chairman



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Cindy Miller, Office Administrator

Project Name: Waterline Improvements \_\_\_\_\_ Location (City/County) Town of Amherst, VA\_\_

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



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

DIGITAL
APPLICATION SUBMISSIONS:
DWSRF.Applications@vdh.virginia.gov
Format the email subject as follows:
FY25 DWSRF Application – City/County
– Project Name"

DWSRF & BIL deadline May 3, 2024

APPLICATION FOR CONSTRUCTION FUNDS

Application also available at: https://www.vdh.virginia.gov/drinking-water/fcap/drinking-water-funding-program/

TYPE OF FUNDING REQUESTED

Drinking Water State Revolving Fund (DWSRF) [ ] Bipartisan Infrastructure Law (BIL) [ ] Either [x]

Lead Service Line Inventory and other Lead Projects should use separate Applications

If you selected "Bipartisan Infrastructure Law (BIL)" or "Either" above, indicate which category below. If the application is not specifically for an Emerging Contaminants or Lead Service Line (LSL) project, then check the box for Supplemental:

Emerging Contaminants [ ] Lead Service Line (LSL) [ ] Supplemental [x]

IS THIS AN INDEPENDENT CONSTRUCTION PROJECT?

- [x] Yes, the scope of this project only includes Construction work. Therefore, it only requires applying for Construction funding.
[ ] No, the scope of this project includes other Lead-Service Line (LSL) work and will require submittal of a separate LSL/LEAP Application in addition to the Construction Application.

LSL Project Name: Town of Amherst Waterline Improvements \_\_\_\_\_

Applicants are advised to schedule the required Funding Application Discussion with the appropriate ODW Field Office 30 days prior to deadline.

PRE-REQUIREMENTS FOR FUNDING

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

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

PRE-REQUIREMENTS FOR CONSTRUCTION APPLICATIONS

If you answer NO to any of these questions; STOP as you are not ready to apply for construction funds.

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

- 1. Are you either a community or non-profit noncommunity waterworks? (Or will become one?) [x] Yes [ ] No
2. Have you had a Funding Application Discussion with ODW's Field Office? [x] Yes [ ] No
3. Source - [ ] Not Applicable-project is for new well or filing as a consecutive waterworks.
Do you have an adequate drinking water source or source agreement contract? [x] Yes [ ] No
If "Yes", provide documentation from ODW's Field Office that the source or contract is adequate.
4. User Agreements for new service area customers - [x] Not Applicable
Do you have executed agreements or commitments from your initial survey from a majority of customers in the project area? [ ] Yes [ ] No
If yes, please provide an area map indicating existing potential connections and indicating those committed.
NOTE: Mandatory hook-up ordinance does not substitute for obtaining agreements or commitments to connect.
5. Do you currently or will you have less than three open DWSRF projects by July 1, 2024 (prior to the next awards)? [x] Yes [ ] No
6. Do you have a current Asset Management Plan OR is a request included in this application? [x] Yes [ ] No

**SECTION A - PROPOSED FINANCING**

1. a. VDH Funding Assistance Needed \$ 3,150,000

b. Other Funds Available, provide details below:

	<u>Amount</u>	<u>Name/Type of Funds</u>	<u>Status of Other Funding</u> (Approved, Pending, indicate loan terms, date available, etc.)
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____

Subtotal: N/A

c. Total Project Cost (1a + 1b) = \$ 3,150,000.

**Provide funding documentation as Attachment J1.**

**SECTION B – PROJECT, ORGANIZATIONAL, AND CONTACT INFORMATION**

1. Project Name: Waterline Improvements Location (City/County) Town of Amherst, VA

2. Waterworks info:  New  Existing  
 Community PWS ID number: 5009050 System Name: \_\_\_\_\_  
 Nonprofit noncommunity PWS ID number: \_\_\_\_\_ System Name: \_\_\_\_\_  
 Ownership Type:  Publicly owned  Investor/Privatey owned  Other: Explanation: \_\_\_\_\_

3. Legal Owner of Waterworks or Authorized Agent:  
 a. Name: Town of Amherst, VA  
 b. Address: 174 South Main Street, P.O. Box 280 Amherst VA 24521  
Street Address/P.O. Box Town/City State ZIP  
 c. Contact Person: Sara McGuffin  
 d. Telephone Number: 434-946-7885 Alternate Number: \_\_\_\_\_  
 e. FAX Number: 434-946-2087 E-mail Address: sara.mcguffin@amherstva.gov  
 f. Federal UEI #: 622831550

4. Engineering Consultant (If applicable):  
 a. Firm Name: WW Associates, Inc.  
 b. Address: P.O. Box 4119 Lynchburg VA 24502  
Street Address/P.O. Box Town/City State ZIP  
 c. Preferred Contact Info:  
 Contact Person: Herbert F. White III, P.E. President  
Name Title  
 Telephone Number: 434-665-6943 Alternate Number: \_\_\_\_\_  
 E-mail Address: hwhite@wwassociates.net Alternate E-mail Address: \_\_\_\_\_  
 FAX Number: 434-436-1158



**SECTION C – PROPOSED PROJECT DESCRIPTION – Provide Documentation**

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

**I. Brief Summary**

- A. Briefly describe the public health issue, concern, or problem that this project intends to correct or address. This can include resiliency, redundancy, reliability, climate change, or green project related issues. Attach supporting info as necessary.**

East Monitor Road, Huff Creek Trail, and Christian Spring Road have pipe nearing the end of its useful life. The piping in these areas are undersized and subject to leaking due to their age.

- B. Briefly describe the proposed project scope of work by size (e.g., diameter, volume, pump capacity) and units (e.g., linear feet for pipe and number for tanks and pump stations).**

Replace piping less than 6 inches along East Monitor Road, Huff Creek Trail, and Christian Spring Road with 8-inch piping. This project consists of installing approximately 2,400 linear feet of 8-inch pipe on East Monitor Road, approximately 5,300 linear feet of 8-inch pipe on Huff Creek Trail, and approximately 5,800 linear feet of 8-inch pipe on Christian Spring Road.

- C. Briefly quantify the benefits expected to be realized (or problems corrected) upon successful completion of the project.**

Increase the available water flow and ensure constant pressure throughout the area. Improvements will strengthen the system and provide better service to the area.

**II. Demographics**

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

The Mean Household Income for the Town of Amherst is \$59,306. The poverty rate is 6.9%. Based on the 2022 American Community Survey 5-Year Estimate Census Data.

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

Residential areas along East Monitor Road, Huff Creek Trail, and Christian Spring Road.

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

The structures located in the project area are all primary residences that are 1 or 2 stories. There are approximately 61 residences located within the project area.

- D. Median Household Annual Income (MHI) of area to be served \$ 59,306 /year**

**DATA AS ATTACHMENT J2:** Use the census block or latest update for county/city/towns (<http://data.census.gov>). Provide project specific income survey data for those projects not large enough to be identifiable via census information.

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

**E. Environmental Justice**

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

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**SECTION D - PROJECT ISSUES – Provide documentation as Attachment J3 of each yes answer.**

Presented here are relative issues that need consideration for construction projects:

1. Health Issues	<u>Yes</u>	<u>No</u>
Is there a <i>Surface Water Treatment Rule</i> violation, i.e., inadequately treated surface water or groundwater under the influence of surface water?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there persistent <i>Total Coliform Rule</i> or nitrate standard violations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there a continuing <i>Boil Water Notice</i> in effect? Reason: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there a Health Hazard declaration by the State Health Commissioner, a State Declared Emergency, or have you been issued a formal enforcement order?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there persistent PMCL violations for contaminants such as VOC, SOC, IOC, RAD etc.? (Identify contaminate(s))	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there Lead and Copper Action Levels Exceedances?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there known Lead Service Lines that are to be removed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the waterworks have an Enforcement Targeting Tool (ETT) score $\geq 11$ ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will the project resolve conditions of inadequate quality and quantity of a groundwater source water supply?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will the project ensure that drinking water receives appropriate treatment to protect the health of the consumers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will the project prevent conditions favoring the entrance of contaminants into the distribution system, e.g., inadequate pressure, inadequate storage, system water losses, etc.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there inadequate individual water supplies documented via report and letter by the District Health Director to show health hazards?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Provide as <b>Attachment J3</b> supporting report and data with representative samples from at least 50% of the homes in the project area. The samples are to be evenly spaced and all potential line segments sampled. The project map will illustrate the results and problem areas.		
2. Regionalization – Has regionalization been considered? Will this project consolidate failing, non-complying, or underperforming waterworks or improve resiliency? Explain below:		
<u>This project will replace undersized water lines that are near the end of their useful life. With the installation of new larger waterlines residences in the project area will have better pressure which will help provide adequate fire flow throughout the project area.</u>		

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**SECTION E – SCHEDULE AND READINESS TO PROCEED**

1. Readiness to proceed. This application assumes you have not initiated design or construction. IF this is not the case, please contact VDH.

- (a) For new service area customers, please document number of user agreements or commitments obtained in:

Initial Survey \_\_\_\_\_ Residential \_\_\_\_\_ Other \_\_\_\_\_

*The initial survey must obtain executed agreements or commitments from at least a majority of the homes in the project area. Continuation of the initial survey is a requirement, and the final survey result is intended to obtain 80% or more for the project to be feasible from a positive cash flow perspective. Provide as Attachment J4 a project map indicating existing potential connections and indicating those committed. NOTE: Mandatory hook-up ordinance does not substitute for obtaining agreements or commitments to connect.*

- (b) Please provide a copy of the meeting minutes from the Funding Application Discussion. In addition, please provide letter reports, design notes, and the Preliminary Engineering Report for the project if they have been prepared as **Attachment J5**.

- (c) New construction timeline – Use the Construction Project Schedule on our website to plan your project.

<https://www.vdh.virginia.gov/content/uploads/sites/14/2019/01/B.1-Construction-Project-Schedule.xlsx>. This document will be required as part of the initial meeting if your project scores high enough to receive funding. The anticipated schedule must be provided below.

<u>ACTIVITY</u>	<u>ANTICIPATED COMPLETION DATE</u>
Engineering Procurement	July 2024
Submit PER	October 2024
Submit P & S	April 2025
Environment Review	May 2025
Advertise Project for Bid	June 2025
Open Bids	August 1, 2025
Award Project	August 30, 2025
Substantial Completion	March 2027

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

1. Connections and Population:

ID	Data Description	Connections	Population <sup>(4)</sup>
a.	Existing residential – Entire System	956	2,110
b.	Existing total – Entire System	1,121	2,110
c.	Project residential <sup>(1)</sup>	61	135
d.	Project total <sup>(1)</sup>	61	135
e.	Future residential <sup>(2, 3)</sup>	956	2,110
f.	Future total <sup>(2, 3)</sup>	1,121	2,110

Notes:

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

2. Water Usage and Losses

- a. What is the current monthly average number of gallons of water used per residential connection? 3,230 gallons/month.

Use total annual gallons billed for in–town residential customers divided by 12 months and divided by the total number of in-town residential customers. Provide supporting documentation as **Attachment J6**.

- b. Provide the percent of water loss within the system. Unbilled authorized consumption (e.g., firefighting) should be excluded. Provide supporting documentation as **Attachment J7**.

Water losses as a percentage of total production. = \_\_\_\_\_%

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

3. Individual water meters are on:

- All services  
 Only commercial accounts  
 Only residential customers  
 Some services: Provide additional information: \_\_\_\_\_  
 None are metered.

If none are metered, is metering included in this project?  Yes  No.

Explanatory statement, if appropriate: \_\_\_\_\_

4. Rates: **Attach rate schedules as Attachment J8**

- a. Existing monthly water charges (explain here): \_\_\_\_\_
- b. When were water rates last increased? **Please provide dates and amount/percentage of increase as Attachment J8.**
- c. What is your connection fee for water? \$ 50.00
- d. Are rate increases anticipated as a result of this project?  Yes  No  
 If yes, please provide the amount and percentage increase expected and the anticipated effective date for the increase(s).

5. Water Users

a. Service Area Jurisdictions	b. # Of Existing Residential Connections	c. # Of Project Residential Connections at Completion
_____	956 _____	61 _____
_____	_____	_____
_____	_____	_____

d. Existing drinking water usage \_\_\_\_\_ gpd. \_\_\_\_\_ % Residential \_\_\_\_\_ % Nonresidential

e. As **Attachment J9**, identify Ten (10) Largest Users of the Water System and Estimated Monthly Consumption per user.

6. Determine Average Monthly Residential Water User Rate: \_\_\_\_\_

Provide an average monthly residential water user rate analysis as **Attachment J10** - using VDH project only template.

Average Monthly Residential Water User Rate = \$ 38.69 /month

7. Target User Rates:

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

MHI (from item Section C, II, D. Above) = \$ 4,942.17 x 0.01 = \$ 49.42 /month. This is your **Target User Rate**.  
(12 months/year)

8. Evaluate Current Rate Structure:

Does the value in Item 6 (water user rate) equal or exceed the value in item 7 (target user rate), above?  Yes  No

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

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

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

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

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

**Provide documentation as Attachment J11.**

10. Annual Operation, Maintenance and Replacement (O, M & R). Estimated Cost for Proposed Facilities: From PER or other sources based on existing PWS’s financial statements.

- a. Labor \$ \_\_\_\_\_
- b. Utilities \$ \_\_\_\_\_
- c. Materials \$ \_\_\_\_\_
- d. Water Purchases \$ \_\_\_\_\_
- e. Outside Services \$ \_\_\_\_\_
- f. Miscellaneous Expenses \$ \_\_\_\_\_
- g. Equipment Replacement \$ \_\_\_\_\_
- h. Total O, M & R Cost \$ \_\_\_\_\_

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

- a. Net O, M & R (for existing water facilities) **USE Financial Statements** \$ 975,651
- b. Existing Annual Debt Service for water system **USE Financial Statements** \$ 442,318
- c. O, M & R for Proposed Facilities \$ \_\_\_\_\_
- d. Total (Sum of a+b+c) \$ \_\_\_\_\_

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

- a. Residential \_\_\_\_\_%
- b. Nonresidential \_\_\_\_\_%

13. For the proposed project - Provide a cash flow analysis **as Attachment J12** - using VDH project only template- of revenue and expenses (operating budget) showing as a bottom line the funds available for debt service.

14. Please provide the following documents as attachments

- a. Latest interim (unaudited) financial statement (Budget vs. Actual Expenditures) **as Attachment J13**
- b. Current year budget **as Attachment J14**
- c. Most recent annual audits **as Attachment J15**

**SECTION G – PROJECT BUDGET INFORMATION** – From PER or other sources, based on existing PWS’s financial statements

- 1. Administration, Legal Expenses (should be less than \$10,000 each) \$ 20,000
- 2. Land, Right-of-Way \$ 5,000
- 3. Architectural/Engineering Basic Fees \$ 200,000
- 4. Other Architectural/Engineering Fees (PER, etc.) \$ N/A
- 5. Project Inspection Fees \$ N/A
- 6. Other (Explain. e.g., Lead Service Lines) \$ N/A
- 7. Treatment Plant Construction \$ N/A

8. Pump Station Construction	\$ <u>          N/A          </u>
9. Distribution System Construction	\$ <u>          2,600,000          </u>
10. Storage Tank Construction	\$ <u>          N/A          </u>
11. Equipment Purchase/Installation	\$ <u>          N/A          </u>
12. Contingencies _____ (up to 10% of the construction costs for PLANNING ONLY*)	\$ <u>          260,000          </u>
13. Other – please specify (for example, <i>Asset Management Plan, WBOP, Studies</i> , etc.)	\$ <u>          65,000 (Construction Admin.)          </u>
14. Loan Closing Fee**	\$ <u>          6,000          </u>
15. <b>TOTAL</b> [Round to the nearest thousand] (should match Section A)	\$ <u>          3,150,000          </u>

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

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

**SECTION H – SUSTAINABILITY/RELIABILITY/GPR/CLIMATE READINESS**

**1. Asset Management Plan:**

To qualify for Asset Management Plan (AMP) credit, a waterworks must provide documentation as **Attachment J16** which demonstrates a minimum of the following for the waterworks:

- Letter from VDH-ODW that the AMP has been accepted (if applicable)
- If AMP has been accepted by VDH-ODW, documentation that the proposed project is included.

**2. Green Project Reserve (GPR) Business Case:**

All applicants must submit to qualify for credit as Green Project Reserve (GPR); a waterworks must show that its proposed DWSRF-funded project has significant (not incidental) green benefits. For credit, the project must provide green infrastructure, promote water and/or power efficiency, or provide other innovative environmental benefits. This information must be reported as the **TOTAL AMOUNT OF PROJECT COSTS WHICH QUALIFY AS GPR**. Only include the costs that the DWSRF will be funding. For example, if the project is asking for \$100,000 for a 100% meter replacement project, then report \$100,000. IF there are no identifiable, benefits enter “zero” GPR dollars. Attach additional sheets as needed.

Applicant	Town of Amherst
Contact Name and Phone	Sara McGuffin (434) 946-7885
Project Description and associated costs	This project involves replacing approximately 13,500 linear feet of waterlines that are 2 inches and smaller on East Monitor Road, Huff Creek Trail, and Christian Springs Road with new 8-inch waterlines. The estimated cost of this project will be approximately \$ 3,150,000.
What project elements can be classified as potentially green?	
Technical Component	



**SECTION J – REQUIRED ATTACHMENTS – Please check those attached and label your attachments with corresponding numbers (i.e., J1, J2, etc.).**

- J1) Other Funds Available (e.g., Letters of conditions, award letters, etc.)
- J2) Median Household Income – including site income surveys if census information not at project level.
- J3) Project issue documentation.
- J4) Results of user agreement/commitment initial survey with project map. NEW CONNECTIONS ONLY
- J5) Funding Application Discussion documentation/notes or VDH-Office of Drinking Water letter/email waiving this requirement. If a Preliminary Engineering Report has been drafted for this project, include a copy of that also. Any letter reports, design memos, or alternatives analysis should be included in this section. Regionalization should be considered as an option.

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

- J6) Monthly average of residential water usage. Use total annual gallons billed for in-town residential customers divided by 12 months and divide by the total number of in-town residential customers.
- J7) Supporting documentation used to determine the percent of leakage in the system. For this application, leakage is the amount of real water lost in the distribution system lines and tanks from cracks, leaks, and tank overflows divided by total water production. Should match Section F.2.b.
- J8) Current rate schedule for water connection fee for water and date of last increase.
- J9) Listing of 10 largest water & sewer users and estimated monthly consumption per user.
- J10) Average Monthly Residential Water User Rate Analysis – using VDH project only template. <https://www.vdh.virginia.gov/content/uploads/sites/14/2022/02/J-User-Rate-Analysis-v2.28.2022.xlsx>
- J11) Outstanding debt amount and with whom
- J12) For the proposed project – a cash flow analysis of revenue – using VDH project only template - and expenses (operating budget) showing as a bottom-line funds available for debt service. [https://www.vdh.virginia.gov/content/uploads/sites/14/2022/03/Project-Cash-Flow-Template\\_2021-1\\_v2020.03.09.xlsx](https://www.vdh.virginia.gov/content/uploads/sites/14/2022/03/Project-Cash-Flow-Template_2021-1_v2020.03.09.xlsx)
- J13) One copy of the latest interim (unaudited) financial statement. (Budget vs. Actual Expenditures).
- J14) One copy of the current year budget.
- J15) One copy of the most recent annual audits.
- J16) Letter from VDH-ODW that the AMP has been accepted (if applicable) If AMP has been accepted by VDH-ODW, documentation that the proposed project is included.

**Items may be submitted in PDF format.**

**Items J10 and J12 may also be included in spreadsheet format.** Please make note on the application that the information is included in the attached digital material.







March 15, 2024

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

RE: Rutledge WWTP SCADA Improvements – Base Price Rev. 2

Ms. Sara E. McGuffin:

Thank you for contacting the offices of Valley Automation. Per request, we are providing a quotation to provide services as described in the Scope of Work. Valley Automation Inc. is a certified SWaM business and VA Class A Contractor. Valley Automation Inc. is a Rockwell Silver Level certified Systems Integrator. Valley Automation Inc. is an Inductive Ignition certified integrator.

Valley Automation shall provide following goods and services to upgrade the WWTP SCADA.

**Scope of Work:**

Valley Automation shall provide the following items:

Influent Pump Station PLC Control Panel – based on Section 13709 and drawing IC-2. VAI proposes to reuse the existing IPS Control Panel. We propose to make the following modifications:

1. Remove all the 480VAC 3Phase power. The panel currently has the VFD circuit breaker disconnects with door mounted actuators. The Variable Frequency Drives' (3) power feed shall be sourced from the existing High Voltage Panel, PDP M. Three (3) 100A circuit breakers shall be mounted in PDP M and the existing VFDs shall be fed directly from panel.
2. Remove the existing 480VAC 3Phase 250Ampere main circuit breaker disconnect from the Influent Pump Station Control Panel.
3. Unused devices shall be removed from the IPS CP.
4. A new Programmable Logic Controller and IO modules shall be located in the IPS CP where the 480VAC components were located. VAI proposes to use the Rockwell/Allen



Bradley SLC500 to CompactLogix 5069 Migration plan. This will utilize a conversion kit to upgrade the existing SLC500 SLC-5/04 Processor and IO modules to a CompactLogix 5069-L306ER Processor with 5069 IO modules compatible with the existing control and field devices.

5. VAI shall replace the existing PanelView Operator Interface Terminal with a new PanelView Plus 7 Operator Interface Terminal.
6. VAI shall replace the existing power supplies and relays with new, “like” components.

Lab/Control Building PLC Control Panel – based on Section 13709 and drawing IC-2.

1. The existing Oxidation Control Panel shall remain. All the field device wiring is underground and enters the OCP from below.
2. A new Programmable Logic Controller and IO modules shall be located in the existing Oxidation Control Panel. VAI proposes to use the Rockwell/Allen Bradley SLC500 to CompactLogix 5069 Migration plan. This will utilize a conversion kit to upgrade the existing SLC500 SLC-5/05 Processor and IO modules to a CompactLogix 5069-L306ER Processor with 5069 IO modules compatible with the existing control and field devices.
3. VAI shall replace the existing PanelView Operator Interface Terminal with a new PanelView Plus 7 Operator Interface Terminal.

Plant Network Communications Loop –

VAI will exclude the specification requirement for new underground fiber optic loop.

Instead, VAI shall use the *existing underground conduits* to install fiber optic cable to the Disc Filter Control Panel, the UV Disinfection Control Panel, Influent Pump Station Control Panel, Mechanical Screen Control Panel, Grit Removal Control Panel, and the Oxidation Ditch Control Panel. The Centrifuge Control Panel communications shall use the existing ethernet cable to the Influent Pump Station Control Panel. The fiber optic shall be multimode, 6-pr, rated for indoor/outdoor and conduit installation.

Lab/Control Building SCADA Computer –

1. Dell Precision 7920 Tower Workstation
2. Dell Model S3221QS Flat Screen Monitor
3. Wonderware version upgrades (as required)
4. Alarm Monitoring Software
5. Netgear Ethernet Switch Model GS316PP.
6. APC UPS rated for 1-hour supply.



To accomplish satisfactory completion of this project, Valley Automation will provide the following services:

Engineering –

1. Project Management
2. Design
3. Supervision
4. Programming –
  - A. PLC
  - B. HMI
  - C. SCADA
5. Submittals –
  - A. Hardware
  - B. Software
  - C. Test Plans
6. Testing –
  - A. F.A.T. –
    - 1) Lab/SCADA Panel
    - 2) SCADA
  - B. S.A.T. –
    - 1) Oxidation/LAB
    - 2) Influent Pump Station

Technical –

1. Lab/SCADA installations –
  - A. Installation of Lab/SCADA Control Panel
  - B. Modification of existing Oxidation Control Panel
  - C. Assist in commissioning and testing.
2. Influent Pump Station Control Panel –
  - A. Modifications to the existing IPSCP.
  - B. Assist in commissioning and testing.
3. SCADA Network –
  - A. Modifications to the existing control panels for fiber-optic communications. Includes replacing existing network switches with fiber-optic compatible network switches.
  - B. Installation of fiber-optic connectors and testing.



Town of Amherst shall provide the following goods and services to satisfactorily complete this project:

1. Safe work environment per OSHA requirements. Amherst WWTP and VAI shall identify hazards and create a plan to nullify these hazards. A LOTO plan shall be in place in which both Amherst WWTP and VAI are responsible for safety removing hazards.
2. Amherst WWTP should be ready to operate the Plant in manual control for as long as an eight (8) hour period. This will be required to change plant functions to the new control. Amherst WWTP and VAI shall develop a shutdown plan to aid in this.

**Exceptions:**

1. Valley Automation Inc. is not responsible for the repair of any existing systems. If a subsystem (UV Control for example) is found to be not operating properly, it is the responsibility of Amherst WWTP to repair. VAI can provide an estimate to repair outside of this scope of work.

**Costs:**

Valley Automation, Inc. extends the amount of *Two-Hundred Forty-Seven Thousand Five Hundred dollars (\$247,500.00)USD* to complete this project.

Net 30 Terms Apply

Does not include applicable taxes.

Valley Automation, Inc. shall be held harmless for any delays regarding delivery of equipment. Current delays from vendors are out of the control of Valley Automation, Inc. Immediate procurement shall take place for all hardware items upon receipt of a purchase order. Valley Automation, Inc. shall update the customer on anticipated delivery dates as information is presented for review.

**Payment Schedule / Milestone Payments:**

1. Per specification section 01370, Valley Automation Inc. shall use a Schedule of Values format for applications for payment.
2. The Schedule of Values shall use progress payments based on performance task completion.
3. Performance tasks and percentage of value shall be determined by contract between Valley Automation Inc. and Ms. Sara E. McGuffin.

All work to be performed during normal business hours, Monday – Friday, 8 a.m. to 5 p.m. Any additional work, or work outside of normal business hours, shall be performed at Valley Automation Inc. Standard Rates. [See Appendix A]



Valley Automation, Inc is prepared to start on this project upon the receipt of a purchase order. Receipt of purchase order signifies Town of Amherst acceptance of all terms and conditions described in the Scope of Work.

Valley Automation Inc. appreciates the opportunity to provide Town of Amherst this proposal for your consideration. If you have any questions, please contact Patrick Embry or Greg Kempfer.

Patrick C. Embry  
Sr. Systems Engineer – Owner  
Valley Automation, Inc.  
1316 East Main St.  
Luray, VA 22825  
O: (540) 743-7772  
C: (540) 271-3854

Greg Kempfer  
Sr. Automation Engineer  
Valley Automation, Inc.  
3221 Peoples Drive, Suite 160  
Harrisonburg, VA 22801  
O: (540) 433-3666  
C: (540) 810-5285

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**Sec. 24-511. Surfacing.**

- (a) Parking spaces and driveways for single-family dwelling units, duplexes, and accessory dwelling units shall be constructed of gravel, compacted stone, surface treating, concrete, asphalt, brick or paving stones or better.
- (b) Parking spaces and driveways for other than uses listed in subsection a shall be constructed of concrete, asphalt, surface treating, brick or paving stones.
- (c) For the purposes of the section, parking spaces are those spaces that are required for the use by the Zoning or Building Code. Driveways for section b are the access between the road and the required parking spaces. Driveways must be 22 feet in width.

For the purposes of this section, surface treatment shall require a preparation of the surface that includes excavation to the substrate to the desired slope and with removal of all vegetation. A minimum 3 inch base of large stone and fine binder shall be applied and compacted on the substrate. This base will be “triple treated” with three separate applications of asphalt emulsion covered with a layer of aggregate and then compacted.

For instances where the existing area has been covered by well-compacted gravel, the base layer may be reduced to a minimum of 2 inches.

For instances where surface treating will be applied to existing asphalt pavement, a minimum of “double treated” asphalt emulsion and aggregate shall be applied.