

# AMHERST TOWN COUNCIL

## AGENDA

Wednesday, May 8, 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 Robert Shiflett (Pg. 1)- Mayor Tuggle-** *The Town Council would like to express its appreciation for Police Chief (Ret.) Robert Shiflett for his years of service to the Town and the profession.*
  - 2. Public Hearing: Surfacing (Pg. 2)- Sara McGuffin-** *Council has set a public hearing to consider an amendment to 24-511, Surfacing.*
- 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. 3-21)** – *Drafts of the April 10<sup>th</sup> and 25<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. 22-32)-** *The check register for the month of April 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. 33-88)**
    - 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. 89-93)**
    - a. Planning Commission– *met May 1, 2024, minutes forthcoming*

- b. Economic Development Authority- *no meeting, no report*
- c. Robert E. Lee SWCD- *met March 28<sup>th</sup> and April 4<sup>th</sup>, 2025, minutes attached*

## H. Discussion Items

1. **Adopt FY 25 Budget (Pgs. 94-129)-** *Tracie Morgan- Council held a public hearing at their April 10<sup>th</sup> meeting on the budget and held a subsequent workshop meeting on April 25<sup>th</sup>. Staff recommends approval of the FY 25 budget.*
2. **Acceptance of right of way dedication from the Meadows and Resolution for Virginia Department of Transportation Maintenance- (Pg. 130)** *Sara McGuffin- The Town has the ability to request that the Virginia Department of Transportation (VDOT) take over maintenance of Town streets of up to 0.25 miles per year. The Meadows has requested that their streets be taken over by VDOT. The Town's acceptance of the Right of Way from The Meadows and subsequent request to VDOT for their maintenance, will complete this process.*
3. **Resolution and appropriation of Recoupment Fund Contributions (Pgs. 131-135)-** *Tracie Morgan- In 2001, the County and the Town held a joint meeting of the governing bodies to agree to a process to reimburse the Town for expenses incurred to create the infrastructure for Brockman Park. The monies were to come from increased real estate taxes at the Park from development. The Town has not collected real estate taxes since 2013, and has thus not contributed to the fund since then. In order to continue to meet the intent of the agreement, staff is recommending that Council appropriate the amount that would have been placed in the fund since 2013 and adopt the attached resolution to continue this practice. The appropriation would move funds from the General Fund reserve to the Economic Development fund.*
4. **Set Public Hearing for Code Amendment (Pg. 136)-** *Sara McGuffin- The Planning Commission has set a public hearing to consider a Zoning Ordinance amendment that would broaden the range of uses allowed in the retail and personal service category in the T-1, CBD, B-1, and B-2 districts. Staff requests that the Council set a public hearing for their June 12 meeting.*
5. **Set Public Hearing for Budget Amendment for FY 24 Budget Amendment-** *Tracie Morgan- Increased costs for electricity and the Maintenance Shop project have led to expenditures that are over the 1% threshold that requires a budget amendment. Staff recommends setting a public hearing for the June meeting to account for these expenditures. No funds will be needed from the fund balance, as revenues have also exceeded projections.*
6. **Reappointments for the Economic Development Authority, Planning Commission and Property Maintenance Board-** *Sara McGuffin- Staff recommends reappointment to the following committees:  
Steven Jefferson- Economic Development Authority  
June Driskill- Planning Commission  
Glenda Hash- Property Maintenance Investigation Board  
Manly Rucker- Property Maintenance Investigation Board  
All have indicated that they are willing to serve.*

## I. Matters from Staff

## J. Citizen Comments

## K. Matters from Town Council

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

## M. Closed Session- Pursuant to §2.2-3711A.1 of the Code of Virginia, for Town Council to convene in closed session for discussion of personnel matters, specifically to discuss recruitments for the Police Chief and a vacant police officer position.

**N. Adjournment**

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

**WHEREAS**, Robert A. Shiflett II was appointed and agreed to serve as the Town of Amherst Police Chief from November 27, 2017, through March 31, 2024; and

**WHEREAS**, Robert A. Shiflett, II, during his career in law enforcement, worked at the Albemarle County Sheriff's Office and the Louisa Police Department; and

**WHEREAS**, Robert A. Shiflett II, through dedication and hard work, led the Town of Amherst Police Department in becoming the smallest police department to become a State Accredited law enforcement agency; and

**WHEREAS**, Robert A. Shiflett, II, for the betterment of the police department and the Town, worked with passion and perseverance to grow the department by keeping it current with state of the art equipment and vehicles and overseeing renovations of the new police department building; and

**WHEREAS**, Robert A. Shiflett, II has rendered loyal and dedicated service to the residents of the Town of Amherst and surrounding area through the establishment of programs and events that gave the department the opportunity to interact with the community in a positive way. The annual Toy Drive, Halloween Trunk or Treat, and the First Responders Parade and Celebration have become long-standing traditions bringing joy to residents and visitors alike because of his efforts; and,

**WHEREAS**, the Town Council of the Town of Amherst wishes to acknowledge the services that Robert A. Shiflett, II has given to his community and also to express its appreciation for all that he 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 Robert A. Shiflett, II 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 Robert A. Shiflett, II's tenure as Police Chief for 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 Robert A. Shiflett, II 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 May 13, 2024.

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

Attest:

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

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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.

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on April 10, 2024, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that a quorum was present as follows:

P	D. Dwayne Tuggle	P	Andra Higginbotham
P	Janice N. Wheaton	P	Michael Driskill
P	Sharon W. Turner	A	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	Deputy Town Manager/Treasurer	Robert Meyers	Water Operator

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

Ms. Wheaton made a motion that was seconded by Mr. Driskill to approve a Resolution honoring Richard Wydner, Jr., commemorating his service and accomplishments to the Town of Amherst.

There being no discussion the motion carried 4-0 via the roll call method as follows:

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

The resolution was presented to Mr. Wydner by Mayor Tuggle.

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

Deputy Town Manager Morgan gave a short report on the development of the FY24/25 Proposed Budget. Copies of the proposed budget were distributed to Council members for review. By state code the budget cannot be adopted at the same meeting as the public hearing.

Mayor Tuggle opened a duly advertised public hearing on the Town's FY24/25 Proposed Budget at 7:05 P.M. There being no one present in person or otherwise who wished to speak on the budget matter, the public hearing closed at 7:05 P.M.

Town Council will hold a budget session on April 25, 2024, at 6:00 p.m., to further review and discuss the proposed budget.

Deputy Town Manager Morgan gave a short report on the FY24/25 proposed Capital Improvement Program that identifies acquisition, construction and improvement of town

facilities, and acquisition of capital equipment. The plan includes the purchase of one police car, an automated water meter system, and two grant funded utility projects for FY24/25. At its meeting on March 6, 2024, the Planning Commission voted to recommend adoption of the proposed FY24/25 Capital Improvement Program as recommended by staff.

Mayor Tuggle opened a duly advertised public hearing at 7:06 P.M. on the Town’s proposed 2024-2025 Capital Improvement Program that identifies acquisition, construction and improvement of town facilities, and acquisition of capital equipment. There being no one present in person or otherwise who wished to speak on the Capital Improvement Program proposal, the public hearing closed at 7:06 P.M.

Ms. Wheaton made a motion that was seconded by Mr. Higginbotham to adopt the 2024-2025 Capital Improvement Program that identifies acquisition, construction and improvement of town facilities, and acquisition of capital equipment, as recommended by the Planning Commission and staff.

There being no discussion the motion carried 4-0 via the roll call method as follows:

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

A copy of the FY24-25 Capital Improvement Program is attached to and made a part of these minutes.

Town Manager McGuffin gave a report on a proposed amendments to the Town’s zoning ordinance §§ 24-2 Definitions and rules of construction, that would, if approved, add definitions for Outdoor Display and Outdoor Storage. At its meeting on March 6, 2024, the Planning Commission, by a divided vote of 5-1, recommended approval of the proposed amendment to the Town of Amherst Zoning Ordinance Section 24-2, as recommended by staff.

Mayor Tuggle opened a duly advertised public hearing at 7:08 p.m. on proposed amendments to the Town’s zoning ordinance §§ 24-2 Definitions and rules of construction, that would, if approved, add definitions for Outdoor Display and Outdoor Storage.

Sonny Sunderamurthy came forward in opposition to the proposed amendment.

There being no one else present who wished to speak on the matter, the public hearing was closed at 7:11 p.m.

Mr. Driskill made a motion that was seconded by Ms. Turner to approve an ordinance amending the Town’s zoning ordinance §§ 24-2 Definitions and rules of construction, to add definitions for Outdoor Display and Outdoor Storage, as recommended by the Planning Commission and staff.

After discussion, the motion carried 4-0 via the roll call method as follows:

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

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

Town Manager McGuffin gave a report on a proposed amendment to the Town of Amherst Zoning Ordinance Section 24-75 Developments subject to site plan review, that would, if approved, include a minor site plan process. At its meeting on March 6, 2024, the Planning Commission voted unanimously to recommend to Town Council that it approve the amendment to the Town of Amherst Zoning Ordinance, as recommended by staff.

Mayor Tuggle opened a duly advertised public hearing at 7:19 p.m. on a proposed amendment to the Town of Amherst Zoning Ordinance Section 24-75 Developments subject to site plan review, to include a minor site plan process, as recommended by staff.

Sonny Sunderamurthy came forward in opposition to the amendment.

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

Ms. Turner made a motion that was seconded by Mr. Driskill to approve an ordinance amending Town of Amherst Zoning Ordinance Section 24-75 Developments subject to site plan review to include a minor site plan process, as recommended by staff.

After discussion, the motion carried 4-0 via the roll call method as follows:

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

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

Town Manager McGuffin gave a report on a proposed amendment to the Town of Amherst Zoning Ordinance, Section 24, that would, if approved, regulate, and define short term rental and management plan and process. At its meeting on March 6, 2024, the Planning Commission voted unanimously to recommend to Town Council that it approve the amendments to the Town of Amherst Zoning Ordinance, as recommended by staff.

Mayor Tuggle opened a duly advertised public hearing at 7:26 p.m. on an amendment to the Town of Amherst Zoning Ordinance, Section 24, that would, if approved, regulate, and define short term rental and management plan and process, as recommended by staff.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:26 p.m.



Mr. Driskill made a motion that was seconded by Ms. Turner to approve ordinances amending the Town of Amherst Zoning Ordinance to regulate and define short term rental and management plan and process, as recommended by staff.

After discussion, the motion carried 4-0 via the roll call method as follows:

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

Copies of the ordinances are attached to and made a part of these minutes.

Mayor Tuggle opened the floor to citizen comments.

Steve Martin, Town of Amherst business owner, came forward in favor of the Planning Commission recommendation to include surface treating along with asphalt, concrete, brick, or paving stones for surfacing of driveways and parking spaces of businesses within the town.

Sonny Sundarmurthy, Town of Amherst resident, came forward in opposition to the Town's existing code section on surfacing of driveways and parking spaces for commercial businesses.

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 meeting held on March 13, 2024, as presented.

There being no discussion, the motion carried 4-0 via the roll call method as follows:

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

Ms. Wheaton made a motion that was seconded by Mr. Driskill to approve the March 2024 check registry with the exception of Item #5985 Hill Hardware.

There being no discussion, the motion carried 4-0 via the roll call method as follows:

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

Mr. Driskill made a motion that was seconded by Ms. Wheaton to approve Item #5985 Hill Hardware on the March 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	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Abstain	Kenneth Watts	Absent

Town Manager McGuffin gave a report on a Virginia Department of Health (VDH) Office of Drinking Water (ODW) and Construction Assistance Programs (FCAP) application for Revolving Water Drinking funds for water line replacement for Huff Creek Trail, Christian Springs Road, and East Monitor Road to alleviate the problem of existing undersized lines and provide the opportunity for addition of hydrants on the lines in these locations.

Ms. Turner made a motion that was seconded by Mr. Higginbotham to approve the application for VDH funding for replacement of water lines for Huff Creek Trail, Christian Springs Road, and East Monitor Road in the Town of Amherst, 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	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Kenneth Watts	Absent

Deputy Town Manager Morgan gave a report on costs related to upgrades to the Wastewater Treatment Plan SCADA system. Staff recommended appropriation of \$177,093.00 from the general fund for completion of the project.

Ms. Wheaton made a motion that was seconded by Ms. Turner to approve appropriation of \$177,093.00 from the general fund for completion of the project, 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	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Kenneth Watts	Absent

Ms. Turner made a motion that was seconded by Mr. Driskill to set a public hearing at its meeting on May 8, 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, 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	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Kenneth Watts	Absent

Ms. Turner made a motion that was seconded by Mr. Driskill to appoint the following individual to the board and for the term listed below subject to his willingness to serve.

<b>Board</b>	<b>Appointed</b>	<b>Term of Office</b>
Economic Development Authority	Harold O. Thomas, Jr.	04-10-2024 – 03-30-2028

There being no discussion, the motion carried 4-0 via the roll call method as follows:

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

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 Mr. Driskill and seconded by Ms. Turner at 7:44 PM the meeting adjourned until May 8, 2024, at 7:00 p.m.

The motion carried 4-0 as follows:

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

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

ATTEST:

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

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.



**MOTION: Michael Driskill**  
**SECOND: Sharon Turner**

Regular Meeting  
April 10, 2024  
**Ord. No. 240410A**

## **ORDINANCE OF THE TOWN OF AMHERST**

### **AN ORDINANCE AMENDING THE TOWN OF AMHERST CODE OF ORDINANCES TO ADD PROVISIONS TO CHAPTER 24 – ZONING AND SUBDIVISIONS, ARTICLE I, SECTION 2 – DEFINITIONS AND RULES OF CONSTRUCTION TO INCLUDE DEFINITIONS FOR OUTDOOR DISPLAYS AND OUTDOOR STORAGE.**

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

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

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

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

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

**NOW THEREFORE, BE IT ORDAINED BY THE AMHERST TOWN COUNCIL** that the Town of Amherst Zoning Ordinance Chapter 24, Article I, Section 2 is amended to include the following definitions and reenacted as follows:

Outdoor Display – Display of goods for sale outside of 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, 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 Section 24-695 of the zoning ordinance.

This ordinance was adopted on April 10, 2024.

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D. Dwayne Tuggle, Mayor

ATTEST:

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Clerk of the Council



**MOTION: Sharon Turner:**  
**SECOND: Michael Driskill**

Regular Meeting  
April 10, 2024  
**Ord. No. 230410B**

## **ORDINANCE OF THE TOWN OF AMHERST**

### **AN ORDINANCE AMENDING THE TOWN OF AMHERST CODE OF ORDINANCES TO ADD PROVISIONS TO CHAPTER 24 – ZONING AND SUBDIVISIONS, ARTICLE II, DIVISION 2 – SITE PLAN REVIEW, TO INCLUDE PROVISIONS FOR MINOR SITE PLANS.**

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

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

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

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

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

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

#### Sec. 24-xx Developments subject to a minor site plan review

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 commercial 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" × 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

This ordinance was adopted on April 10, 2024.

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D. Dwayne Tuggle, Mayor

ATTEST:

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Clerk of the Council



**MOTION: Sharon Turner:**  
**SECOND: Michael Driskill**

Regular Meeting  
April 10, 2024  
**Ord. No. 230410B**

## **ORDINANCE OF THE TOWN OF AMHERST**

### **AN ORDINANCE AMENDING THE TOWN OF AMHERST CODE OF ORDINANCES TO ADD PROVISIONS TO CHAPTER 24 – ZONING AND SUBDIVISIONS, ARTICLE II, DIVISION 2 – SITE PLAN REVIEW, TO INCLUDE PROVISIONS FOR MINOR SITE PLANS.**

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

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

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

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

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

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

#### **Sec. 24-xx Developments subject to a minor site plan review**

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 commercial 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" × 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

This ordinance was adopted on April 10, 2024.

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D. Dwayne Tuggle, Mayor

ATTEST:

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Clerk of the Council



**MOTION: Michael Driskill**  
**SECOND: Andra Higginbotham**

Regular Meeting  
April 10, 2024  
**Ord. No. 240410C**

## **ORDINANCE OF THE TOWN OF AMHERST**

### **AN ORDINANCE AMENDING THE TOWN OF AMHERST CODE OF ORDINANCES TO ADD PROVISIONS TO CHAPTER 24 – ZONING AND SUBDIVISIONS, ARTICLE VIII, SUPPLEMENTAL ZONING REGULATIONS TO INCLUDE REGULATIONS FOR SHORT TERM RENTALS.**

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

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

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

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

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

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

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

This ordinance was adopted on April 10, 2024.

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D. Dwayne Tuggle, Mayor

ATTEST:

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Clerk of the Council

Mayor D. Dwayne Tuggle called a special session of the Amherst Town Council to order on April 25, 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	
Vicki K. Hunt	Clerk of Council	
Tracie Morgan	Deputy Town Manager/Treasurer	
Greg Harler	Interim Police Chief	

The purpose of the meeting was to discuss the proposed 2024/25 budget items.

Interim Police Chief Harler gave a short progress report on efforts to fill police officer vacancy in the department.

Council discussions involved concerns related to salary increases for town staff, and donations to non-profit groups. Further discussion was deferred to the May 8, 2024, meeting.

There being no further business, the meeting adjourned at 6:51 P.M., until May 8, 2024, at 7:00 p.m. on motion of Ms. Wheaton, seconded by Mr. Driskill, and carried by 4-0 as follows:

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

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D. Dwayne Tuggle, Mayor

Attest:

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Clerk of Council



Range of Checking Accts: First to Last      Range of Check Dates: 04/01/24 to 04/30/24  
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					
6041	04/11/24	AMBRI005 AMBRIAR FLORIST					252
V4-00534	1	FLOWERS FOR MRS WYDNER	71.34	100-4-12110-5000	Expenditure		33 1
				CONTINGENCY REQUIREMENT			
6042	04/11/24	AMHER030 AMHERST COUNTY MUSEUM AND					252
V4-00506	1	FY 24 DONATION	1,838.89	100-4-72200-5600	Expenditure		12 1
				MUSEUM CONTRIBUTIONS			
6043	04/11/24	APPAL005 APPALACHIAN POWER					252
V4-00504	1	STREET LIGHTS	2,573.82	100-4-41320-5100	Expenditure		10 1
				STREETLIGHTS			
6044	04/11/24	CAMPB005 CAMPBELL'S REPAIR					252
V4-00524	1	TUNE UP KITS	167.98	100-4-43200-6009	Expenditure		30 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
6045	04/11/24	CARRO005 CARROT-TOP INDUSTRIES, INC.					252
V4-00515	1	FLAG	366.31	100-4-31100-6010	Expenditure		24 1
				POLICE SUPPLIES			
6046	04/11/24	CASHA005 CASH ALIGNMENT					252
V4-00501	1	OIL CHANGES	65.60	100-4-31100-6009	Expenditure		2 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
6047	04/11/24	COLUM005 COLUMN SOFTWARE PBC					252
V4-00518	1	NOTICES	254.84	100-4-12110-3600	Expenditure		27 1
				ADVERTISING			
6048	04/11/24	DEALL005 DEAL & LACHENEY P.C.					252
V4-00499	1	MARCH LEGAL SERVICES	2,140.00	100-4-12210-3150	Expenditure		1 1
				TOWN ATTORNEY			
6049	04/11/24	ELSTO005 ELSTON INN & CONFERENCE CENTER					252
V4-00533	1	BOBBY RETIREMENT	368.55	100-4-12110-5000	Expenditure		32 1
				CONTINGENCY REQUIREMENT			
6050	04/11/24	GREGO005 GREGORYS GENERAL AUTO REPAIR					252
V4-00516	1	SHOP SUPPLIES	88.00	100-4-31100-6009	Expenditure		25 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
6051	04/11/24	HIGHP005 HIGH PEAK SPORTSWEAR, INC.					252
V4-00502	1	SHIRTS	448.30	100-4-43200-6011	Expenditure		3 1
				UNIFORMS			
V4-00502	2	SHIRTS	102.00	501-4-44000-6011	Expenditure		4 1
				UNIFORMS			
V4-00502	3	SHIRTS	463.25	100-4-43200-6011	Expenditure		5 1
				UNIFORMS			
			<u>1,013.55</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									
6052	04/11/24	HILLH005 HILL HARDWARE CORPORATION					252		
V4-00503	1	MARCH STATEMENT	215.30	100-4-43200-6007	Expenditure		6	1	
				REPAIR & MAINT. SUPPLIES					
V4-00503	2	MARCH STATEMENT	461.94	100-4-43200-6009	Expenditure		7	1	
				VEHICLE/POWER EQUIPMENT SUPPLIES					
V4-00503	4	MARCH STATEMENT	24.99	502-4-44000-6007	Expenditure		8	1	
				REPAIR & MAINT. SUPPLIES-RUT. CRK.					
V4-00503	6	MARCH STATEMENT	40.00	501-4-45000-6007	Expenditure		9	1	
				REPAIR & MAINT. SUPPLIES					
			<u>742.23</u>						
6053	04/11/24	JAMES005 JAMES RIVER EQUIPMENT					252		
V4-00505	1	SIDE BY SIDE	21,260.78	100-4-43200-8005	Expenditure		11	1	
				EQUIPMENT/VEHICLES					
6054	04/11/24	LOWES005 LOWE'S BUSINESS ACCOUNT					252		
V4-00514	1	MAGIC GENE 10	502.14	501-4-45000-6007	Expenditure		23	1	
				REPAIR & MAINT. SUPPLIES					
6055	04/11/24	LUTHE005 LUTHER ROSE					252		
V4-00531	1	DOG FOOD REIMBURSEMENT	73.98	100-4-31100-6003	Expenditure		31	1	
				CANINE SUPPLIES					
6056	04/11/24	MANSF005 MANSFIELD OIL COMPANY					252		
V4-00513	1	03/16-03/31/2024	599.20	100-4-43200-6008	Expenditure		20	1	
				FUEL					
V4-00513	2	03/16-03/31/2024	697.25	100-4-31100-6008	Expenditure		21	1	
				FUEL					
V4-00513	3	03/16-03/31/2024	137.15	502-4-44000-6008	Expenditure		22	1	
				FUEL/OIL					
			<u>1,433.60</u>						
6057	04/11/24	PACEA005 PACE ANALYTICAL SERVICES, INC.					252		
V4-00507	1	LAB TESTIGN	184.60	502-4-44000-3140	Expenditure		13	1	
				TESTING SERVICES					
V4-00507	2	LAB TESTIGN	184.60	502-4-44000-3140	Expenditure		14	1	
				TESTING SERVICES					
V4-00507	3	LAB TESTIGN	25.90	501-4-44000-3140	Expenditure		15	1	
				TESTING SERVICES					
V4-00507	4	LAB TESTIGN	184.60	502-4-44000-3140	Expenditure		16	1	
				TESTING SERVICES					
V4-00523	1	LAB TESTING	184.60	502-4-44000-3140	Expenditure		29	1	
				TESTING SERVICES					
			<u>764.30</u>						
6058	04/11/24	SUPPL005 THE SUPPLY ROOM					252		
V4-00511	1	MAGIC ERASERS	7.98	100-4-43200-6005	Expenditure		19	1	
				JANITORIAL SUPPLIES					
V4-00520	1	CALC RIBBON	5.52	100-4-12420-6001	Expenditure		28	1	
				OFFICE SUPPLIES					
			<u>13.50</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						
6059	04/11/24	UNIVA005 UNIVAR							252
V4-00508	1	CHEMICALS	1,453.50	501-4-44000-6051	Expenditure		17		1
				CHEMICALS					
V4-00509	1	CHEMICALS	898.70	501-4-44000-6051	Expenditure		18		1
				CHEMICALS					
			<u>2,352.20</u>						
6060	04/11/24	VERIZ005 VERIZON							252
V4-00517	1	3/25-4/24	39.99	100-4-43200-5230	Expenditure		26		1
				TELECOMMUNICATION					
6061	04/12/24	ANTW005 BENCHMARK SYSTEMS, INC.							253
V4-00526	1	PROCARE	428.50	100-4-12510-5600	Expenditure		15		1
				MICROSOFT OFFICE SERVICE					
V4-00526	2	PROCARE	39.98	100-4-12510-6002	Expenditure		16		1
				I.T. SUPPLIES					
V4-00526	3	PROCARE	568.00	100-4-12510-5600	Expenditure		17		1
				MICROSOFT OFFICE SERVICE					
			<u>1,036.48</u>						
6062	04/12/24	CARTE010 CARTER MACHINERY COMPANY, INC.							253
V4-00522	1	MAINTANANC	962.55	501-4-44000-3310	Expenditure		13		1
				REPAIR & MAINT. SVCS					
V4-00528	1	GENERATOR MAINTENANCE	967.73	502-4-44000-3150	Expenditure		19		1
				PROFESSIONAL SVCS					
			<u>1,930.28</u>						
6063	04/12/24	CHILD005 CHILDRESS ELECTRICAL, LLC							253
V4-00525	1	RECEPTACLES	875.00	100-4-43200-6007	Expenditure		14		1
				REPAIR & MAINT. SUPPLIES					
6064	04/12/24	CIVIC005 CIVICPLUS, LLC.							253
V4-00519	1	MUNICODE	1,568.44	100-1-13000-0000	G/L		12		1
				PREPAID EXP					
6065	04/12/24	CMCSU005 CMC SUPPLY, INC.							253
V4-00512	1	PVC	517.00	501-4-45000-6007	Expenditure		11		1
				REPAIR & MAINT. SUPPLIES					
6066	04/12/24	FISHE005 FISHER AUTO PARTS, INC							253
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>						

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									
6067	04/12/24	FOSTE005 FOSTER ELECTRIC CO., INC		Direct Deposit			253		
V4-00497	1	STARTER NPW PUMP STATION	196.77	502-4-44000-6007	Expenditure		6	1	
				REPAIR & MAINT. SUPPLIES-RUT. CRK.					
6068	04/12/24	POINT005 POINT SOURCE AUDIO, INC.		Direct Deposit			253		
V4-00530	1	INSTALL VICKI NEW DESK	614.00	100-4-12510-8001	Expenditure		20	1	
				I.T. EQUIPMENT					
6069	04/12/24	SIRCH005 SIRCHIE		Direct Deposit			253		
V4-00532	1	COTTON SWABS	146.10	100-4-31100-6032	Expenditure		21	1	
				INVESTIGATION EXPENSE					
6070	04/12/24	USABL005 USA BLUE BOOK		Direct Deposit			253		
V4-00498	1	LAB TESTIGN REAGENTS	695.30	501-4-44000-6004	Expenditure		7	1	
				LAB SUPPLIES					
V4-00527	1	LAB TEST	264.03	502-4-44000-6007	Expenditure		18	1	
				REPAIR & MAINT. SUPPLIES-RUT. CRK.					
			<u>959.33</u>						
6071	04/12/24	VUPS0005 VA UTILITY PROTECTION SERVICE		Direct Deposit			253		
V4-00510	1	MARCH TRANSMISSIONS	42.55	501-4-45000-5130	Expenditure		10	1	
				MISS UTILITY					
6072	04/12/24	WWASS005 WW ASSOCIATES		Direct Deposit			253		
V4-00500	1	RETAINER	250.00	501-4-44000-3150	Expenditure		8	1	
				PROFESSIONAL SVCS					
V4-00500	2	RETAINER	250.00	502-4-44000-3150	Expenditure		9	1	
				PROFESSIONAL SVCS					
			<u>500.00</u>						
6073	04/19/24	CMCSU005 CMC SUPPLY, INC.		Direct Deposit			254		
V4-00536	1	SUPPLIES	600.13	501-4-45000-6007	Expenditure		2	1	
				REPAIR & MAINT. SUPPLIES					
6074	04/19/24	USABL005 USA BLUE BOOK		Direct Deposit			254		
V4-00537	1	FLOURIDE SCALE	1,791.08	501-4-44000-6004	Expenditure		3	1	
				LAB SUPPLIES					
6075	04/19/24	VUPS0005 VA UTILITY PROTECTION SERVICE		Direct Deposit			254		
V4-00538	1	FEBRUARY 811	42.55	501-4-45000-5130	Expenditure		4	1	
				MISS UTILITY					
6076	04/19/24	WOHLF005 WOHLFORD'S RADAR CALIBRATION		Direct Deposit			254		
V4-00535	1	CALIBRATION	70.00	100-4-31100-6010	Expenditure		1	1	
				POLICE SUPPLIES					
6077	04/19/24	BBTBA005 TRUIST BANK					255		
V4-00547	1	UVA TM	185.00	100-4-12420-5501	Expenditure		11	1	
				TRAVEL-MILEAGE/HOTEL/CONFERENCE					
V4-00547	2	AMAZON TM	304.30	100-4-43200-6007	Expenditure		12	1	
				REPAIR & MAINT. SUPPLIES					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
GENERAL		FIRST NATION MAIN CHECKING		Continued					
6077	TRUIST BANK			Continued					
V4-00547	3	AMAZON TM	60.46	100-4-43200-6001	Expenditure		13	1	
				OFFICE SUPPLIES					
V4-00547	4	FERRO RW TM	1,310.20	100-4-31100-6010	Expenditure		14	1	
				POLICE SUPPLIES					
V4-00547	5	DOLLAR GEN/FOOD LION GSW	47.84	501-4-44000-6004	Expenditure		15	1	
				LAB SUPPLIES					
V4-00547	6	RW TRACTOR SUPPLY	89.98	100-4-31100-6010	Expenditure		16	1	
				POLICE SUPPLIES					
V4-00547	7	RW PUBLIC AGENC	595.00	100-4-31100-5501	Expenditure		17	1	
				TRAVEL-MILEAGE/CONFERENCE/HOTEL					
V4-00547	8	AXON RW	370.13	100-4-31100-6010	Expenditure		18	1	
				POLICE SUPPLIES					
V4-00547	9	INDEED RW	257.28	100-4-31100-3600	Expenditure		19	1	
				ADVERTISING					
V4-00547	10	CT UNIFORMS	769.85	100-4-43200-6011	Expenditure		20	1	
				UNIFORMS					
V4-00547	11	CT SUPPLIES	234.28	100-4-43200-6009	Expenditure		21	1	
				VEHICLE/POWER EQUIPMENT SUPPLIES					
V4-00547	12	ADOBE SM	12.99	100-4-12510-6002	Expenditure		22	1	
				I.T. SUPPLIES					
V4-00547	13	WASABI/OPEN PHONE SM	32.93	100-4-12510-3150	Expenditure		23	1	
				I.T. SERVICES					
V4-00547	14	SAMS/PARTY CITY	119.36	100-4-12110-5000	Expenditure		24	1	
				CONTINGENCY REQUIREMENT					
V4-00547	15	NEWS	10.99	100-4-12110-5000	Expenditure		25	1	
				CONTINGENCY REQUIREMENT					
V4-00547	16	ZOOM VH	190.00	100-4-12420-6001	Expenditure		26	1	
				OFFICE SUPPLIES					
V4-00547	17	LEGAL STORE	199.40	100-4-12510-3150	Expenditure		27	1	
				I.T. SERVICES					
V4-00547	18	FILTER GS	262.86	501-4-44000-6007	Expenditure		28	1	
				REPAIR & MAINT. SUPPLIES					
V4-00547	19	LAB GS	32.98	501-4-44000-6004	Expenditure		29	1	
				LAB SUPPLIES					
V4-00547	20	TOOLS	212.16	501-4-44000-8005	Expenditure		30	1	
				EQUIPMENT					
V4-00547	21	TOOLS GS	212.16	502-4-44000-8005	Expenditure		31	1	
				VEHICLES					
V4-00547	22	TOOLS GS	278.31	501-4-44000-8005	Expenditure		32	1	
				EQUIPMENT					
V4-00547	23	TOOLS GS	278.31	502-4-44000-8005	Expenditure		33	1	
				VEHICLES					
			<u>6,066.77</u>						
6078	04/19/24	BUCHA005 BUCHANAN PUMP SERVICE & SUPPLY					255		
V4-00543	1	GRIT PUMP	796.05	502-4-44000-6007	Expenditure		6	1	
				REPAIR & MAINT. SUPPLIES-RUT. CRK.					
6079	04/19/24	CAMPB005 CAMPBELL'S REPAIR					255		
V4-00542	1	ECHO	509.99	100-4-43200-6009	Expenditure		5	1	
				VEHICLE/POWER EQUIPMENT SUPPLIES					

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									
6080	04/19/24	COLUM005 COLUMN SOFTWARE PBC							255
V4-00546	1	NOTICE	134.20	100-4-12110-3600	Expenditure		10		1
				ADVERTISING					
6081	04/19/24	DEPAR005 DEPARTMENT OF MOTOR VEHICLES							255
V4-00540	1	MARCH STOP REMOVALS	75.00	100-4-12420-3009	Expenditure		2		1
				DMV STOPS					
6082	04/19/24	GFLN005 GFL ENVIRONMENTAL							255
V4-00541	1	APRIL SERVICES	10,534.36	514-4-43200-3160	Expenditure		3		1
				COLLECTION IN-TOWN					
V4-00541	2	APRIL SERVICES	1,461.68	514-4-43200-3170	Expenditure		4		1
				COLLECTION OUT OF TOWN					
			<u>11,996.04</u>						
6083	04/19/24	PACEA005 PACE ANALYTICAL SERVICES, INC.							255
V4-00544	1	LAB TESTIGN	184.60	502-4-44000-3140	Expenditure		7		1
				TESTING SERVICES					
V4-00544	2	LAB TESTIGN	184.60	502-4-44000-3140	Expenditure		8		1
				TESTING SERVICES					
			<u>369.20</u>						
6084	04/19/24	UNIVA005 UNIVAR							255
V4-00545	1	CHEMICALS	3,239.39	501-4-44000-6051	Expenditure		9		1
				CHEMICALS					
6085	04/19/24	VERIZ005 VERIZON							255
V4-00539	1	04/02-05/01	200.17	501-4-44000-5230	Expenditure		1		1
				TELECOMMUNICATIONS					
6086	04/22/24	BERKL005 THE BERKLEY GROUP, LLC							256
V4-00548	1	POLICE CHIEF PAYMENT 1	6,250.00	100-4-31100-3320	Expenditure		1		1
				PROFESSIONAL SERVICES					
6087	04/29/24	APPAL005 APPALACHIAN POWER							258
V4-00559	1	ELECTRIC TO 04/11/2024	771.30	100-4-43200-5100	Expenditure		10		1
				ELECTRIC					
V4-00559	2	ELECTRIC TO 04/11/2024	6,280.27	501-4-44000-5100	Expenditure		11		1
				ELECTRICAL SVCS					
V4-00559	3	ELECTRIC TO 04/11/2024	5,504.72	502-4-44000-5100	Expenditure		12		1
				ELECTRICAL SVCS-RUT CRK					
V4-00559	4	ELECTRIC TO 04/11/2024	116.78	502-4-44000-5130	Expenditure		13		1
				ELECTRICAL SVCS-PUMP STATION					
V4-00559	5	ELECTRIC TO 04/11/2024	103.70	100-4-41320-5100	Expenditure		14		1
				STREETLIGHTS					
V4-00559	6	ELECTRIC TO 04/11/2024	29.03	701-4-81500-5100	Expenditure		15		1
				ELECTRICAL SERV.					
			<u>12,805.80</u>						
6088	04/29/24	GFLN005 GFL ENVIRONMENTAL							258
V4-00553	1	SHOOTING RANGE	26.95	100-4-31100-5800	Expenditure		4		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									
6089	04/29/24	JOSEP005 JOSEPH CUNDIFF					258		
V4-00555	1	DINNER JOE AND DANNT	24.35	100-4-43200-5501	Expenditure		8		1
				TRAVEL-MILEAGE/CONFERENCE/HOTEL					
6090	04/29/24	MANSF005 MANSFIELD OIL COMPANY					258		
V4-00554	1	04/01-04/15/2024	676.42	100-4-31100-6008	Expenditure		5		1
				FUEL					
V4-00554	2	04/01-04/15/2024	341.22	100-4-43200-6008	Expenditure		6		1
				FUEL					
V4-00554	3	04/01-04/15/2024	220.72	502-4-44000-6008	Expenditure		7		1
				FUEL/OIL					
			<u>1,238.36</u>						
6091	04/29/24	POWER005 POWER DMS, INC.					258		
V4-00552	1	LITEACCRED	1,150.00	100-4-31100-6010	Expenditure		3		1
				POLICE SUPPLIES					
6092	04/29/24	SUPL005 THE SUPPLY ROOM					258		
V4-00558	1	OFFICE SUPPLIES	109.48	100-4-12420-6001	Expenditure		9		1
				OFFICE SUPPLIES					
6093	04/29/24	TMOBI005 T-MOBILE					258		
V4-00549	1	03/15-04/14/2024	379.14	100-4-31100-5230	Expenditure		1		1
				TELECOMMUNICATIONS					
6094	04/29/24	TMOBI005 T-MOBILE					258		
V4-00551	1	03/15-04/14/2024	147.84	100-4-43200-5230	Expenditure		2		1
				TELECOMMUNICATION					
6095	04/29/24	TREAS005 TREASURER OF VIRGINIA					258		
V4-00560	1	RAW WATER INTAKE PERMIT	10,000.00	501-4-44000-5600	Expenditure		16		1
				PERMITS					
6096	04/29/24	POSTM005 POSTMASTER, AMHERST					259		
V4-00561	1	APRIL UTILITY MAILING	319.77	501-4-12420-5210	Expenditure		1		1
				POSTAGE					
V4-00561	2	APRIL UTILITY MAILING	319.78	502-4-12420-5210	Expenditure		2		1
				POSTAGE					
			<u>639.55</u>						
Checking Account Totals									
			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>			
		Checks:	40	0	92,289.88	0.00			
		Direct Deposit:	16	0	11,139.96	0.00			
		Total:	<u>56</u>	<u>0</u>	<u>103,429.84</u>	<u>0.00</u>			
GENERAL-ACH VENDOR ACH PAYMENTS									
1	04/26/24	COBBT005 COBB TECHNOLOGIES			Direct Deposit		257		
V4-00550	1	1/25-04/24/2024	303.90	100-4-12510-6002	Expenditure		1		1
				I.T. SUPPLIES					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
GENERAL-ACH VENDOR ACH PAYMENTS Continued							
2	04/26/24	WITME005 WITMER PUBLIC SAFETY GROUP		Direct Deposit			257
V4-00557	1	CARRIER	1,000.00	100-4-31100-6010	Expenditure		2 1
				POLICE SUPPLIES			
3	04/26/24	ANTW005 BENCHMARK SYSTEMS, INC.		Direct Deposit			257
V4-00556	1	03/16-04/15/2024	600.80	100-4-12510-5600	Expenditure		3 1
				MICROSOFT OFFICE SERVICE			

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	0	0	0.00	0.00
Direct Deposit:	3	0	1,904.70	0.00
Total:	3	0	1,904.70	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	40	0	92,289.88	0.00
Direct Deposit:	19	0	13,044.66	0.00
Total:	59	0	105,334.54	0.00



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Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	4-100	52,351.29	0.00	1,568.44	53,919.73
WATER FUND	4-501	28,944.01	0.00	0.00	28,944.01
SEWER FUND	4-502	10,445.73	0.00	0.00	10,445.73
GARBAGE FUND	4-514	11,996.04	0.00	0.00	11,996.04
IDA FUND	4-701	29.03	0.00	0.00	29.03
Total of All Funds:		<u>103,766.10</u>	<u>0.00</u>	<u>1,568.44</u>	<u>105,334.54</u>

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	100	52,351.29	0.00	1,568.44	53,919.73
WATER FUND	501	28,944.01	0.00	0.00	28,944.01
SEWER FUND	502	10,445.73	0.00	0.00	10,445.73
GARBAGE FUND	514	11,996.04	0.00	0.00	11,996.04
IDA FUND	701	29.03	0.00	0.00	29.03
Total of All Funds:		<u>103,766.10</u>	<u>0.00</u>	<u>1,568.44</u>	<u>105,334.54</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	4-100	52,351.29	0.00	0.00	0.00	52,351.29
WATER FUND	4-501	28,944.01	0.00	0.00	0.00	28,944.01
SEWER FUND	4-502	10,445.73	0.00	0.00	0.00	10,445.73
GARBAGE FUND	4-514	11,996.04	0.00	0.00	0.00	11,996.04
IDA FUND	4-701	29.03	0.00	0.00	0.00	29.03
Total of All Funds:		<u>103,766.10</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>103,766.10</u>

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)
Actions Taken: <ul style="list-style-type: none"> <li>• Staff proposed funding in the budget for land purchase.</li> <li>• Staff proposed additional funding for the First Responders event next year and secured donations for this year to have the biggest event thus far.</li> <li>• Signs have been installed at the park, and the name sign is ready for unveiling.</li> <li>• Bike racks have been purchased and installed at Town Hall and at the mini park.</li> <li>• Staff has begun research on Town clock options and exploring best option for location.</li> <li>• Planning Commission has held a public hearing and recommended approval of a Comprehensive Plan amendment to allow a conservation easement for the 22 acre park parcel.</li> <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)
Actions Taken: <ul style="list-style-type: none"> <li>• Staff has met with the new engineers to follow up on the grading plans. Staff has worked with the engineers to respond to DEQ comments. Staff has provided additional information related to existing</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.
- Staff has begun work with a new engineering firm to get proposals for two streetscape proposals. One of these is to add landscaped medians in the center of Main Street in selected areas and the other is to create a “model block” downtown with enhanced streetscaping. Once the proposals are received, they will go to Council for appropriation and upon completion, can be used to solicit grant funds.

<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



**APRIL 2024 MONTHLY REPORT CALLS FOR SERVICE:251 MILES PATROLLED: 3666**

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	9
ALARM	8
PHONE COMPLAINT	121
BOLO	10
MISSING PERSON	
SHOPLIFTING	1
PROBLEM WITH OTHERS	4
DOMESTIC	2
CHECK WELFARE	4
NOISE OR DOG COMPLAINT	1
TRAFFIC CRASH	5
EMS CALLS	5
SUDDEN DEATH	
SUSPICIOUS PERSON	3
OTHER	27
CALLS AT AMBRIAR	1

OFFICER INITIATED	NUMBER
BUILDING CHECKS	75
BUSINESS VISIT	66
BUILDING SEARCH	2
TRAFFIC SUMMONS	5
DRUNK IN PUBLIC	
EXTRA PATROLS/PARKS	135
WARRANT SERVICE	
PROPERTY WALK AROUNDS	32
WARRANTS OBTAINED	
PARKING TICKETS	
MISD. INVESTIGATION	1
FELONY INVESTIGATION	
NARCOTICS INV.	5
SEARCH WARRANT	2
PUBLIC RELATIONS	3
CITIZEN CONTACT	138

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

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	2
EQUIPMENT VIOLATION	
RECKLESS DRIVING	
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	3
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	5

OTHER	NUMBER
ASSIST OTHER OFFICER	14
ASSIST OTHER AGENCY	13
COURT	2
REPORTS	22
SCHOOL / TRAINING	7
MEETINGS	1
TOWED / IMPOUNDED VEH	

ARREST	NUMBER
MISDEMEANOR	
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 APRIL ACTIVITIES:**

- 4/07/2024- Officer Rose met with Barry McClane about be a friend day event.
- 4/08/2024- Officer Rose and K9 Skye community policing at the ball fields.
- 4/09/2024- Officer Rose attended K9 training.
- 4/10/2024- Officer Rose attended K9 training.
- 4/10/2024- Capt. Watts Attended the Council Meeting
- 4/11/2024- Chief Harler and Capt. Watts attended the after-Council Meeting.
- 4/14/2024- Officer Rose deployed K9 Skye for 2 calls for the County.
- 4/15/2024- Officer Rose deployed K9 Skye for the Town and County.
- 4/16/2024- Capt. Watts taught at the Academy.
- 4/17/2024- Inv. Robinson taught at the Academy.
- 4/17/2024- Officer Rose and K9 Skye assisted the Task Force on stops with 3 positive alerts for Narcotics and one tracking.
- 4/20/2024- Officer Rose and K9 Skye community policing at the ball fields.
- 4/21/2024- Officer Rose taught security at Rebirth Church.
- 4/22/2024- Officers performed Spring qualifications.



4/23/2024- Officer Rose deployed K9 Skye for the county Narcotics.

4/26/2024- Part-time Officer Clarkson started his field training with Inv. Robinson.

4/29/2024- Capt. Watts met with Iron Lives staff in reference to the May 5<sup>th</sup> 5K.

4/29/2024- Officer Rose and K9 Skye community policing at the ball fields.

Chief Harler and Capt. Watts have been working with Clear Communications for the install of the new vehicles.

Capt. Watts has been working on the First Responder Event.

Capt. Watts worked with Deputy Town Manager Morgan and Officer Hash in reference to an ongoing grant application.

### AFTER HOURS CALLS

4/17/2024	Alarm	South Main	Building Secure
4/26/2024	Animal Complaint	South Main	Advice
4/28/2024	Problems with Others	Glenway	Advice

### 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:** May 1, 2024  
**Re:** April 2024 Monthly Report

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## **Utilities:**

- April 2024 utility billing total was \$178,616.00.
- There were 11 disconnects for April 2024.
- Five 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.
- I am currently working on a Request for Proposals for a new automated meter reading system. We were unable to find any locality with cooperative procurement language in their current contracts.

## **Accounts Payable:**

- The total amount of checks cut for April bills, including payroll deductions was \$105,334.54.
- Please see attached report for full check listing.

## **Meals and Beverage Tax:**

- 16 Businesses paid \$66,394.21 in Meals and Beverage Tax for the month of March 2024.

## **Revenue and Expense Report:**

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

## **Business License Tax:**

- As of the due date of May 1, 2024 we still have the majority of Town business who have not paid their business license tax. Delinquent letters will go out the end of May and collections will start soon after.

Town of Amherst  
Statement of Revenue and Expenditures - Standard

Revenue Account Range: First to zzz-z-zzzzz-zzzz  
 Expend Account Range: First to zzz-z-zzzzz-zzzz  
 Print Zero YTD Activity: No

Include Non-Anticipated: Yes  
 Include Non-Budget: Yes

Year To Date As Of: 04/30/24  
 Current Period: 04/01/24 to 04/30/24  
 Prior Year: 04/01/23 to 04/30/23

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
100-3-11030-0001	PERSONAL PROPERTY TAX-CURRENT	0.00	0.00	0.00	375.00	375.00	0
100-3-11030-0002	PERSONAL PROPERTY TAX-DELINQUENT	0.00	0.00	0.42	1.68	1.68	0
	<b>11030 Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.42</b>	<b>376.68</b>	<b>376.68</b>	<b>0</b>
100-3-11060-0002	INTEREST ON DEL TAXES	25.63	0.00	27.79	269.21	269.21	0
100-3-12010-0001	LOCAL SALES & USE TAX	12,392.62	146,400.00	13,637.51	145,813.52	586.48 -	100
100-3-12020-0001	CONSUMER UTILITY TAX-GAS, ELEC	2,161.29	25,000.00	0.00	15,020.56	9,979.44 -	60
100-3-12020-0002	ELECTRIC CONSUMPTION TAX	1,421.76	18,000.00	0.00	8,608.63	9,391.37 -	48
	<b>12020 Total</b>	<b>3,583.05</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	42,320.44	130,000.00	61,104.22	110,042.85	19,957.15 -	85
100-3-12030-0007	BUSINESS LIC TAX-INTEREST & PEN	14.50	1,300.00	372.52	3,766.17	2,466.17	290
	<b>12030 Total</b>	<b>42,334.94</b>	<b>131,300.00</b>	<b>61,476.74</b>	<b>113,809.02</b>	<b>17,490.98 -</b>	<b>86</b>
100-3-12050-0001	MOTOR VEHICLE LICENSES	50.00 -	40,000.00	125.00 -	41,170.00	1,170.00	103
100-3-12050-0002	MOTOR VEHICLE LICENSES PENALTIES/INTE	56.24	300.00	64.26	531.61	231.61	177
	<b>12050 Total</b>	<b>6.24</b>	<b>40,300.00</b>	<b>60.74 -</b>	<b>41,701.61</b>	<b>1,401.61</b>	<b>103</b>
100-3-12060-0001	BANK STOCK FEE	32,190.00	70,000.00	0.00	31,783.00	38,217.00 -	45
100-3-12080-0001	CIGARETTE TAX	0.00	30,000.00	3,000.00	30,000.00	0.00	100
100-3-12100-0001	LODGING TAX	1,580.71	12,000.00	597.30	14,210.56	2,210.56	118

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

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
100-3-12110-0001	MEALS TAX	70,504.84	700,000.00	67,383.03	635,097.92	64,902.08 -	91
100-3-12110-0002	MEALS TAX-PEN & INTEREST	825.65	600.00	282.56	1,036.25	436.25	173
	<b>12110 Total</b>	<b>71,330.49</b>	<b>700,600.00</b>	<b>67,665.59</b>	<b>636,134.17</b>	<b>64,465.83 -</b>	<b>90</b>
100-3-13030-0007	ZONING PERMITS	800.00	0.00	0.00	200.00	200.00	0
100-3-14010-0001	FINES & FORFEITURES	890.81	6,000.00	579.27	10,868.87	4,868.87	181
100-3-15010-0001	INTEREST ON BANK DEPOSITS	7,623.75	5,000.00	0.00	45,465.46	40,465.46	909
100-3-15010-0002	INTEREST ON INVESTMENTS	7,432.75	20,000.00	0.00	65,406.36	45,406.36	327
100-3-15010-0003	VIP UNREALIZED GAIN/LOSS	1,089.18	0.00	0.00	41,244.89	41,244.89	0
	<b>15010 Total</b>	<b>16,145.68</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	904.93	10,859.16	1,809.86	9,049.30	1,809.86 -	83
100-3-16030-0001	POLICE SECURITY	430.56	20,000.00	0.00	2,525.10	17,474.90 -	13
100-3-18030-0001	REFUNDS	420.00	500.00	402.05	7,346.74	6,846.74	***
100-3-18030-0005	RETURNED CHECK FEE	100.00	0.00	50.00	700.00	700.00	0
100-3-18030-0006	ACCIDENT REPORTS	50.00	250.00	20.00	170.00	80.00 -	68
100-3-18030-0007	MISC REV	31.58	0.00	0.00	70.34	70.34	0
100-3-18030-0008	COLLECTION FEE	272.43	2,000.00	461.05	1,998.55	1.45 -	100
	<b>18030 Total</b>	<b>874.01</b>	<b>2,750.00</b>	<b>933.10</b>	<b>10,285.63</b>	<b>7,535.63</b>	<b>374</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>

**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>
100-3-19020-0005	DMV STOP FEES	0.00	1,200.00	30.10	1,619.45	419.45	135
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	54.57	3,000.00	0.00	1,507.01	1,492.99 -	50
100-3-22010-0030	COMMUNICATION TAX FROM STATE	6,389.20	70,800.00	5,693.65	56,212.06	14,587.94 -	79
	<b>22010 Total</b>	<b>6,443.77</b>	<b>93,655.92</b>	<b>5,693.65</b>	<b>77,802.61</b>	<b>15,853.31 -</b>	<b>83</b>
100-3-24010-0001	DCJS GRANTS	0.00	92,000.00	0.00	3,780.70	88,219.30 -	4
100-3-24010-0003	STATE POLICE AID	0.00	64,664.00	0.00	34,006.00	30,658.00 -	53
	<b>24010 Total</b>	<b>0.00</b>	<b>156,664.00</b>	<b>0.00</b>	<b>37,786.70</b>	<b>118,877.30 -</b>	<b>24</b>
100-3-24020-0001	FIRE PROGRAM GRANT	0.00	15,000.00	0.00	15,000.00	0.00	100
100-3-33010-0009	DCJS FEDERAL JUSTICE FUNDS	0.00	0.00	0.00	17,003.00	17,003.00	0
100-3-33030-0003	ARPA FUNDS	0.00	0.00	0.00	71,819.10	71,819.10	0
100-3-41020-0001	SALE OF LAND/VEHICLES/BUILDINGS	100.00	0.00	100.00	1,000.00	1,000.00	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>190,033.44</b>	<b>1,690,856.29</b>	<b>155,490.59</b>	<b>1,447,293.10</b>	<b>243,563.19 -</b>	<b>85</b>

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

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
100-4-11010-0000	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	9,500.00	1,900.00	83
100-4-11010-2100	FICA	72.70	872.10	72.70	727.00	145.10	83
100-4-11010-5501	TRAVEL-MILAGE/HOTELS/CONFERENCE	0.00	5,000.00	0.00	3,010.97	1,989.03	60
	<b>11010 TOWN COUNCIL</b>	<b>1,022.70</b>	<b>17,272.10</b>	<b>1,022.70</b>	<b>13,237.97</b>	<b>4,034.13</b>	<b>77</b>

Town of Amherst  
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
100-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0
100-4-12110-1100	WAGES	3,621.85	54,705.81	3,731.81	42,916.17	11,789.64	78
100-4-12110-1300	PT WAGES	2,964.86	41,241.26	3,172.74	34,796.20	6,445.06	84
100-4-12110-2100	FICA	511.98	7,339.95	537.54	6,507.37	832.58	89
100-4-12110-2200	VRS	1,024.58	4,950.72	881.00	8,880.81	3,930.09 -	179
100-4-12110-2300	HEALTH INSURANCE	630.54	8,602.44	625.22	6,324.74	2,277.70	74
100-4-12110-2400	GROUP LIFE INSURANCE	54.74	733.06	56.19	587.58	145.48	80
100-4-12110-2500	STD/LONG-TERM DISABILITY	22.08	288.85	0.00	192.64	96.21	67
100-4-12110-2600	UNEMPLOYMENT INSURANCE	20.80	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	2,284.35	0.00	0.00	427.88	427.88 -	0
100-4-12110-3600	ADVERTISING	292.00	2,000.00	389.04	1,235.81	764.19	62
100-4-12110-5000	CONTINGENCY REQUIREMENT	170.40	50,726.00	570.24	9,361.77	41,364.23	18
100-4-12110-5210	POSTAGE	275.00 -	250.00	0.00	88.97	161.03	36
100-4-12110-5230	TELECOMMUNICATIONS	45.00	540.00	67.50	810.00	270.00 -	150
100-4-12110-5307	CRIME & CYBER INSURANCE	0.00	2,225.00	0.00	0.00	2,225.00	0
100-4-12110-5501	TRAVEL-MILAGE/HOTEL/CONFERENCE	0.00	3,000.00	0.00	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>11,368.18</b>	<b>179,254.12</b>	<b>10,031.28</b>	<b>116,457.35</b>	<b>62,796.77</b>	<b>65</b>

Town of Amherst  
Statement of Revenue and Expenditures

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
100-4-12210-3150	TOWN ATTORNEY	2,000.00	26,750.00	2,140.00	21,260.00	5,490.00	79

Town of Amherst  
Statement of Revenue and Expenditures

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



Town of Amherst  
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
100-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
100-4-12420-1100	WAGES	3,667.38	49,879.28	4,735.73	44,961.26	4,918.02	90
100-4-12420-1300	PT WAGES	325.53	5,083.25	416.10	3,789.33	1,293.92	75
100-4-12420-2100	FICA	331.56	4,204.63	424.64	4,033.62	171.01	96
100-4-12420-2200	VRS	545.97	8,444.56	962.29	8,708.31	263.75 -	103
100-4-12420-2300	HEALTH INSURANCE	1,422.64	8,155.56	1,399.44	14,915.43	6,759.87 -	183
100-4-12420-2400	GROUP LIFE INSURANCE	59.89	668.38	76.18	681.59	13.21 -	102
100-4-12420-2500	HYBRID DISABILITY	4.02	0.00	0.00	35.20	35.20 -	0
100-4-12420-2600	UNEMPLOYEMENT INSURANCE	35.02	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	25.00	2,000.00	75.00	1,825.00	175.00	91
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	484.02	800.00	0.00	366.95	433.05	46
100-4-12420-3170	VIP MANAGEMENT FEE	0.00	3,500.00	0.00	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	2.99	0.00	0.00	14.99	14.99 -	0
100-4-12420-5210	POSTAGE	279.15	3,000.00	0.00	3,355.59	355.59 -	112
100-4-12420-5230	TELECOMMUNICATIONS	45.00	1,080.00	90.00	1,140.41	60.41 -	106
100-4-12420-5400	TUITION REIMBURSEMENT	580.00 -	8,000.00	0.00	5,506.00	2,494.00	69
100-4-12420-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	515.00	3,000.00	185.00	857.63	2,142.37	29
100-4-12420-5810	DUES & MEMBERSHIPS	75.00	300.00	0.00	560.00	260.00 -	187
100-4-12420-6001	OFFICE SUPPLIES	83.97	4,000.00	305.00	5,818.11	1,818.11 -	145
	<b>12420 FINANCE DEPARTMENT</b>	<b>7,322.14</b>	<b>110,511.30</b>	<b>8,669.38</b>	<b>102,543.46</b>	<b>7,967.84</b>	<b>93</b>

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

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
100-4-12510-0000	INFORMATION TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0
100-4-12510-3150	I.T. SERVICES	4,119.20	9,000.00	232.33	3,789.93	5,210.07	42
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	2,267.00 -	8,000.00	1,597.30	7,373.05	626.95	92
100-4-12510-6002	I.T. SUPPLIES	685.52	5,000.00	356.87	4,143.26	856.74	83
100-4-12510-8001	I.T. EQUIPMENT	0.00	5,000.00	614.00	10,033.42	5,033.42 -	201
	<b>12510 INFORMATION TECHNOLOGY</b>	<b>2,537.72</b>	<b>28,000.00</b>	<b>2,800.50</b>	<b>25,789.66</b>	<b>2,210.34</b>	<b>92</b>

Town of Amherst  
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
100-4-31100-0000	POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
100-4-31100-1100	WAGES	35,872.08	436,639.62	33,093.32	386,462.15	50,177.47	89
100-4-31100-1200	OVERTIME	0.00	8,453.09	1,037.59	8,854.23	401.14 -	105
100-4-31100-1300	PT WAGES	1,448.83	31,516.13	1,858.49	17,867.38	13,648.75	57
100-4-31100-1400	OTHER PAY/HOLIDAY	0.00	13,904.30	0.00	10,004.31	3,899.99	72
100-4-31100-1500	SECURITY WAGES	600.00	20,000.00	0.00	2,557.50	17,442.50	13
100-4-31100-2100	FICA	2,808.05	37,524.26	2,698.13	31,390.87	6,133.39	84
100-4-31100-2200	VRS	5,725.11	73,923.09	4,310.36	62,000.33	11,922.76	84
100-4-31100-2300	HEALTH INSURANCE	5,862.78	74,262.00	4,284.58	56,831.42	17,430.58	77
100-4-31100-2400	GROUP LIFE INSURANCE	453.16	5,850.97	336.49	4,720.37	1,130.60	81
100-4-31100-2500	STD/LONG-TERM DISABILITY	9.65	123.94	0.00	72.31	51.63	58
100-4-31100-2600	UNEMPLOYMENT INSURANCE	82.66	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	15.00	2,000.00	0.00	425.00	1,575.00	21
100-4-31100-3320	PROFESSIONAL SERVICES	0.00	4,000.00	6,250.00	10,250.00	6,250.00 -	256
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	257.28	257.28	242.72	51
100-4-31100-5210	POSTAGE	0.00	500.00	0.00	66.00	434.00	13
100-4-31100-5230	TELECOMMUNICATIONS	368.67	10,000.00	379.14	8,753.67	1,246.33	88
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	0.00	5,000.00	595.00	2,277.49	2,722.51	46
100-4-31100-5700	EVENTS	0.00	12,000.00	0.00	2,674.10	9,325.90	22
100-4-31100-5800	FIRE RANGE FEES	60.29	3,000.00	26.95	701.36	2,298.64	23
100-4-31100-5801	ATTORNEY FEES	0.00	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	798.20	3,000.00	0.00	1,789.31	1,210.69	60

**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>
100-4-31100-6003	CANINE SUPPLIES	0.00	4,000.00	73.98	2,521.91	1,478.09	63
100-4-31100-6008	FUEL	962.25	20,000.00	1,373.67	13,388.71	6,611.29	67
100-4-31100-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	1,084.78	9,000.00	153.60	1,957.72	7,042.28	22
100-4-31100-6010	POLICE SUPPLIES	875.22	45,000.00	4,356.62	34,617.00	10,383.00	77
100-4-31100-6011	UNIFORMS	406.10	4,000.00	21.84	3,331.64	668.36	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	0.00	2,500.00	146.10	1,346.52	1,153.48	54
100-4-31100-8005	VEHICLES/EQUIPMENT	0.00	104,692.08	0.00	121,326.54	16,634.46 -	116
	<b>31100 POLICE DEPARTMENT</b>	<b>57,432.83</b>	<b>966,974.08</b>	<b>61,253.14</b>	<b>797,420.19</b>	<b>169,553.89</b>	<b>82</b>

Town of Amherst  
Statement of Revenue and Expenditures

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

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
100-4-41320-5100	STREETLIGHTS	3,275.76	26,085.79	2,677.52	25,297.66	788.13	97

Town of Amherst  
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
100-4-43200-0000	GENERAL MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
100-4-43200-1100	WAGES	2,473.89	43,140.93	5,083.29	24,301.81	18,839.12	56
100-4-43200-1300	PT WAGES	548.08	15,452.12	471.40	8,087.76	7,364.36	52
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	230.67	3,300.28	424.86	2,539.52	760.76	77
100-4-43200-2200	VRS	618.22	7,303.76	966.60	4,487.71	2,816.05	61
100-4-43200-2300	HEALTH INSURANCE	606.59	10,613.40	1,373.43	5,144.07	5,469.33	48
100-4-43200-2400	GROUP LIFE INSURANCE	38.07	578.09	76.39	416.39	161.70	72
100-4-43200-2500	HYBRID DISABILITY	0.00	100.10	0.00	0.00	100.10	0
100-4-43200-2600	UNEMPLOYMENT INSURANCE	56.77	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	846.68	7,702.60	771.30	8,575.02	872.42 -	111
100-4-43200-5110	HEATING SERVICES	5.37	4,500.00	0.00	2,103.22	2,396.78	47
100-4-43200-5120	WATER/SEWER	0.00	3,759.00	243.40	2,622.28	1,136.72	70
100-4-43200-5230	TELECOMMUNICATION	938.27	11,136.00	435.33	9,521.46	1,614.54	86
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	188.37	7,000.00	0.00	1,957.69	5,042.31	28
100-4-43200-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	40.70	3,000.00	24.35	2,255.71	744.29	75
100-4-43200-6001	OFFICE SUPPLIES	0.00	750.00	60.46	89.31	660.69	12
100-4-43200-6005	JANITORIAL SUPPLIES	21.14	3,000.00	7.98	478.31	2,521.69	16
100-4-43200-6007	REPAIR & MAINT. SUPPLIES	25.78	21,500.00	1,394.60	19,195.90	2,304.10	89
100-4-43200-6008	FUEL	1,856.73	20,000.00	940.42	8,760.96	11,239.04	44
100-4-43200-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	1,967.69	24,000.00	1,374.19	15,054.13	8,945.87	63
100-4-43200-6011	UNIFORMS	0.00	2,500.00	1,681.40	3,102.02	602.02 -	124
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

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
100-4-43200-6013	AG SUPPLIES	347.00	2,500.00	0.00	224.00	2,276.00	9
100-4-43200-8005	EQUIPMENT/VEHICLES	0.00	68,000.00	21,260.78	21,260.78	46,739.22	31
	<b>43200 GENERAL MAINTENANCE</b>	<b>10,810.02</b>	<b>276,390.90</b>	<b>36,590.18</b>	<b>145,214.17</b>	<b>131,176.73</b>	<b>53</b>



Town of Amherst  
Statement of Revenue and Expenditures

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

Town of Amherst  
Statement of Revenue and Expenditures

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
100-4-72100-5600	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

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
100-4-72200-5600	MUSEUM CONTRIBUTIONS	0.00	3,000.00	1,838.89	1,838.89	1,161.11	61

Town of Amherst  
Statement of Revenue and Expenditures

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
100-4-81100-0000	PLANNING/ZONING	0.00	0.00	0.00	0.00	0.00	0
100-4-81100-3600	ADVERTISING	0.00	0.00	0.00	625.88	625.88 -	0
100-4-81100-5210	POSTAGE	16.60	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>16.60</b>	<b>1,118.00</b>	<b>0.00</b>	<b>625.88</b>	<b>492.12</b>	<b>56</b>

Town of Amherst  
Statement of Revenue and Expenditures

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
100-4-83500-5600	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

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
	<b>GENERAL FUND Expenditure Totals</b>	<b>95,785.95</b>	<b>1,690,856.29</b>	<b>127,023.59</b>	<b>1,284,189.50</b>	<b>406,666.79</b>	<b>76</b>
<b>100 GENERAL FUND</b>							
		<b>Prior</b>	<b>Current</b>	<b>YTD</b>			
	Revenues:	190,033.44	155,490.59	1,447,293.10			
	Expenditures:	95,785.95	127,023.59	1,284,189.50			
	Net Income:	94,247.49	28,467.00	163,103.60			

Town of Amherst  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
501-3-16080-0005	WATER IN-TOWN BASE CHARGES	22,547.69	269,934.29	20,041.15	207,928.09	62,006.20 -	77
501-3-16080-0006	WATER OT BASE CHARGES	14,082.16	175,851.84	13,272.57	124,481.11	51,370.73 -	71
501-3-16080-0007	WATER IN-TOWN USAGE CHARGE	30,566.55	408,047.97	28,795.98	323,718.08	84,329.89 -	79
501-3-16080-0008	WATER OT USAGE CHARGES	21,931.65	291,179.13	21,310.76	204,740.52	86,438.61 -	70
501-3-16080-0009	PENALTIES	2,605.95	20,000.00	2,709.47	28,323.34	8,323.34	142
501-3-16080-0010	TRIP CHARGES	1,250.00	8,000.00	250.00	8,250.00	250.00	103
501-3-16080-0011	DORMANT ACCT FEE	294.08	3,715.33	296.02	3,044.87	670.46 -	82
501-3-16080-0012	FIRE SPRINKLERS	397.00	4,764.00	397.00	3,970.00	794.00 -	83
501-3-16080-0013	AVAILABILITY FEE	1,000.00	3,000.00	0.00	11,463.17	8,463.17	382
501-3-16080-0014	WATER CHARGES-SBC	8,025.00	131,625.12	8,025.00	80,250.00	51,375.12 -	61
501-3-16080-0015	PREPAY UTILITIES	59.54 -	0.00	0.00	2,020.92 -	2,020.92 -	0
501-3-16080-0016	SBC WATER CAPITAL COSTS REIMB	0.00	0.00	2,185.60	21,856.00	21,856.00	0
	<b>16080 Total</b>	<b>102,640.54</b>	<b>1,316,117.68</b>	<b>97,283.55</b>	<b>1,016,004.26</b>	<b>300,113.42 -</b>	<b>77</b>
501-3-41060-0007	DEPOSIT-UTILITY ACCTS	106.56	0.00	1,113.50 -	649.96 -	649.96 -	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>102,747.10</b>	<b>1,417,969.01</b>	<b>96,170.05</b>	<b>1,015,354.30</b>	<b>402,614.71 -</b>	<b>71</b>

Town of Amherst  
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
501-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0
501-4-12110-1100	WAGES	3,220.72	43,962.71	3,559.18	40,628.41	3,334.30	92
501-4-12110-1300	PT WAGES	370.60	5,058.80	396.60	4,349.60	709.20	86
501-4-12110-2100	FICA	289.12	3,750.15	318.54	3,600.46	149.69	96
501-4-12110-2200	VRS	728.64	9,232.17	841.30	7,919.64	1,312.53	86
501-4-12110-2300	HEALTH INSURANCE	340.10	4,468.80	370.52	3,705.11	763.69	83
501-4-12110-2400	GROUP LIFE INSURANCE	46.50	589.10	51.40	511.55	77.55	87
501-4-12110-2500	STD/LONG-TERM DISABILITY	18.42	232.11	0.00	152.88	79.23	66
	<b>12110 TOWN MANAGER</b>	<b>5,014.10</b>	<b>67,293.84</b>	<b>5,537.54</b>	<b>60,867.65</b>	<b>6,426.19</b>	<b>90</b>



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

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
501-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
501-4-12420-1100	WAGES	2,582.55	37,853.15	3,042.12	32,620.81	5,232.34	86
501-4-12420-1300	PT WAGES	651.06	9,976.48	832.19	7,578.60	2,397.88	76
501-4-12420-2100	FICA	227.52	3,658.97	276.03	2,871.38	787.59	78
501-4-12420-2200	VRS	406.51	6,408.54	503.48	4,845.83	1,562.71	76
501-4-12420-2300	HEALTH INSURANCE	211.98	7,820.40	231.28	2,310.55	5,509.85	30
501-4-12420-2400	GROUP LIFE INSURANCE	33.24	507.23	39.85	383.58	123.65	76
501-4-12420-2500	HYBRID DISABILITY	7.87	0.00	0.00	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	293.69	3,600.00	319.77	3,155.23	444.77	88
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>4,414.42</b>	<b>75,824.77</b>	<b>5,244.72</b>	<b>58,787.11</b>	<b>17,037.66</b>	<b>78</b>

Town of Amherst  
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
501-4-44000-0000	WATER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0
501-4-44000-1100	WAGES	12,226.20	170,869.00	12,627.16	121,737.66	49,131.34	71
501-4-44000-1200	OVERTIME	0.00	0.00	0.00	1,218.98	1,218.98 -	0
501-4-44000-1300	PT WAGES	1,005.84	27,299.88	913.08	22,474.34	4,825.54	82
501-4-44000-1400	OTHER/HOLIDAY	135.35	6,114.07	0.00	5,887.14	226.93	96
501-4-44000-2100	FICA	965.92	15,627.65	1,038.72	11,609.36	4,018.29	74
501-4-44000-2200	VRS	2,008.48	22,983.97	2,315.58	20,126.88	2,857.09	88
501-4-44000-2300	HEALTH INSURANCE	2,140.70	33,516.00	2,831.84	33,538.48	22.48 -	100
501-4-44000-2400	GROUP LIFE INSURANCE	152.21	2,289.62	183.26	2,260.58	29.04	99
501-4-44000-2500	LONG-TERM DISABILITY	16.50	492.41	0.00	208.95	283.46	42
501-4-44000-2600	UNEMPLOYEMENT INSURANCE	28.48	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	1,151.00	31,000.00	25.90	2,641.89	28,358.11	9
501-4-44000-3150	PROFESSIONAL SVCS	250.00	3,200.00	250.00	2,500.00	700.00	78
501-4-44000-3310	REPAIR & MAINT. SVCS	0.00	10,000.00	962.55	2,419.79	7,580.21	24
501-4-44000-3600	ADVERTISING	0.00	2,000.00	0.00	0.00	2,000.00	0
501-4-44000-5100	ELECTRICAL SVCS	6,222.31	47,707.13	6,280.27	59,447.98	11,740.85 -	125
501-4-44000-5120	WATER & SEWER	0.00	40,400.00	11,776.00	44,432.39	4,032.39 -	110
501-4-44000-5210	POSTAGE	0.00	2,000.00	0.00	8.13	1,991.87	0
501-4-44000-5230	TELECOMMUNICATIONS	373.15	5,040.00	335.17	3,783.97	1,256.03	75
501-4-44000-5301	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	0.00	0.00	225.00	225.00 -	0
501-4-44000-5304	PROPERTY INSURANCE	0.00	1,976.14	0.00	0.00	1,976.14	0
501-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	360.70	0.00	0.00	360.70	0
501-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	3,000.00	0.00	725.00	2,275.00	24
501-4-44000-5600	PERMITS	0.00	7,500.00	10,000.00	13,558.00	6,058.00 -	181
501-4-44000-5810	DUES & MEMBERSHIPS	0.00	2,000.00	0.00	1,167.00	833.00	58
501-4-44000-6001	OFFICE SUPPLIES	321.90	2,000.00	0.00	2,605.78	605.78 -	130
501-4-44000-6004	LAB SUPPLIES	0.00	15,000.00	1,871.90	28,397.30	13,397.30 -	189

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

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
501-4-44000-6007	REPAIR & MAINT. SUPPLIES	276.57	20,000.00	262.86	25,452.72	5,452.72 -	127
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	25.65	3,000.00	0.00	1,443.80	1,556.20	48
501-4-44000-6011	UNIFORMS	0.00	1,500.00	102.00	1,127.56	372.44	75
501-4-44000-6051	CHEMICALS	7,583.62	108,000.00	5,591.59	60,550.32	47,449.68	56
501-4-44000-8005	EQUIPMENT	0.00	15,000.00	490.47	758.80	14,241.20	5
	<b>44000 WATER OPERATIONAL</b>	<b>34,883.88</b>	<b>607,033.24</b>	<b>57,858.35</b>	<b>470,320.93</b>	<b>136,712.31</b>	<b>77</b>

Town of Amherst  
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
501-4-45000-0000	WATER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
501-4-45000-1100	WAGES	8,154.00	125,683.37	9,112.41	102,075.14	23,608.23	81
501-4-45000-1200	PT WAGES	0.00	734.15	0.00	0.00	734.15	0
501-4-45000-1300	PT WAGES	19.92	1,821.68	0.00	528.13	1,293.55	29
501-4-45000-2100	FICA	625.56	9,810.30	699.81	7,867.29	1,943.01	80
501-4-45000-2200	VRS	1,410.09	21,278.19	1,653.34	16,783.28	4,494.91	79
501-4-45000-2300	HEALTH INSURANCE	1,814.05	27,930.00	2,085.65	20,938.85	6,991.15	75
501-4-45000-2400	GROUP LIFE INSURANCE	116.99	1,684.16	130.84	1,340.38	343.78	80
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	85.10	341.05	458.95	43
501-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	0.00	1,126.76	0
501-4-45000-5410	LEASE OF EQUIPMENT	0.00	5,000.00	0.00	0.00	5,000.00	0
501-4-45000-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	0.00	2,000.00	0.00	0.00	2,000.00	0
501-4-45000-5810	DUES & MEMBERSHIP	0.00	200.00	0.00	0.00	200.00	0
501-4-45000-6007	REPAIR & MAINT. SUPPLIES	1,777.62	20,000.00	1,659.27	18,171.60	1,828.40	91
501-4-45000-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	0.00	0.00	0.00	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>13,918.23</b>	<b>243,498.75</b>	<b>15,426.42</b>	<b>209,462.53</b>	<b>34,036.22</b>	<b>86</b>

Town of Amherst  
Statement of Revenue and Expenditures

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
501-4-94000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
501-4-94000-8000	W. COURT STREET PROJECT	2,250.00	0.00	0.00	0.00	0.00	0
501-4-94000-8002	WATER TREATMENT PLANT IMPROVEMENTS	122,468.57	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>124,718.57</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

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
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	8,240.62	102,248.00	0.00	51,123.42	51,124.58	50
501-4-95000-9007	STERLING BANK DEBT REFI INTEREST	2,279.23	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>10,519.85</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>193,469.05</b>	<b>1,417,969.01</b>	<b>84,067.03</b>	<b>1,463,869.07</b>	<b>45,900.06 -</b>	<b>103</b>

501 WATER FUND	Prior	Current	YTD
Revenues:	102,747.10	96,170.05	1,015,354.30
Expenditures:	193,469.05	84,067.03	1,463,869.07
Net Income:	90,721.95 -	12,103.02	448,514.77 -

Town of Amherst  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
502-3-16080-0005	SEWER IN-TOWN BASE CHARGES	29,960.40	366,129.74	30,882.40	308,566.12	57,563.62 -	84
502-3-16080-0006	SEWER OT BASE CHARGES	9,148.86	144,879.09	9,799.67	83,576.83	61,302.26 -	58
502-3-16080-0007	SEWER IN-TOWN USAGE CHARGE	20,084.28	269,596.69	19,771.49	223,855.18	45,741.51 -	83
502-3-16080-0008	SEWER OT USAGE CHARGE	7,447.05	117,929.46	7,923.62	67,473.27	50,456.19 -	57
502-3-16080-0009	PENALTIES	2,058.91	15,000.00	3,339.75	26,089.76	11,089.76	174
502-3-16080-0011	DORMANT ACCT FEE	437.82	5,395.54	438.71	4,604.72	790.82 -	85
502-3-16080-0012	AVALABILITY FEE	0.00	0.00	0.00	3,188.08	3,188.08	0
	<b>16080 Total</b>	<b>69,137.32</b>	<b>918,930.52</b>	<b>72,155.64</b>	<b>717,353.96</b>	<b>201,576.56 -</b>	<b>78</b>
502-3-19020-0003	SBC-RUT. CREEK OPERATIONS	0.00	50,000.00	0.00	47,244.08	2,755.92 -	94
502-3-19020-0004	SBC SEWER REHAB	0.00	11,172.00	0.00	8,379.00	2,793.00 -	75
	<b>19020 Total</b>	<b>0.00</b>	<b>61,172.00</b>	<b>0.00</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>69,137.32</b>	<b>1,207,829.13</b>	<b>72,155.64</b>	<b>773,366.51</b>	<b>434,462.62 -</b>	<b>64</b>

Town of Amherst  
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
502-4-12110-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
502-4-12110-1100	WAGES	2,415.54	37,524.95	2,669.39	29,236.29	8,288.66	78
502-4-12110-1300	PT WAGES	333.54	4,552.92	356.94	3,914.64	638.28	86
502-4-12110-2100	FICA	221.08	2,870.66	243.44	2,655.62	215.04	93
502-4-12110-2200	VRS	546.48	6,924.13	631.00	5,939.77	984.36	86
502-4-12110-2300	HEALTH INSURANCE	255.08	3,351.60	277.90	2,778.92	572.68	83
502-4-12110-2400	GROUP LIFE INSURANCE	34.86	441.83	38.56	383.75	58.08	87
502-4-12110-2500	STD/LONG-TERM DISABILITY	13.81	174.08	0.00	122.16	51.92	70
	<b>12110 CONTROL</b>	<b>3,820.39</b>	<b>55,840.17</b>	<b>4,217.23</b>	<b>45,031.15</b>	<b>10,809.02</b>	<b>81</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>
502-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
502-4-12420-1100	WAGES	2,115.40	30,609.39	2,549.90	26,820.59	3,788.80	88
502-4-12420-1300	PT WAGES	634.79	9,727.07	811.39	7,389.11	2,337.96	76
502-4-12420-2100	FICA	191.63	3,085.74	237.59	2,421.27	664.47	78
502-4-12420-2200	VRS	338.69	5,182.17	430.77	4,070.38	1,111.79	79
502-4-12420-2300	HEALTH INSURANCE	203.50	6,703.20	222.04	2,218.15	4,485.05	33
502-4-12420-2400	GROUP LIFE INSURANCE	27.84	410.16	34.10	322.17	87.99	79
502-4-12420-2500	HYBRID DISABILITY	5.25	0.00	0.00	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	293.68	3,700.00	319.78	3,155.28	544.72	85
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>3,810.78</b>	<b>64,417.73</b>	<b>4,605.57</b>	<b>51,374.13</b>	<b>13,043.60</b>	<b>80</b>

Town of Amherst  
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
502-4-44000-0000	SEWER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0
502-4-44000-1100	WAGES	11,032.58	181,011.05	14,848.88	161,916.81	19,094.24	89
502-4-44000-1200	OVERTIME	0.00	0.00	0.00	1,079.61	1,079.61 -	0
502-4-44000-1400	OTHER/HOLIDAY	2,261.35	5,766.59	0.00	2,808.34	2,958.25	49
502-4-44000-2100	FICA	1,022.45	14,288.49	1,078.80	12,124.19	2,164.30	85
502-4-44000-2200	VRS	1,909.20	30,645.17	2,715.52	26,752.28	3,892.89	87
502-4-44000-2300	HEALTH INSURANCE	2,134.30	33,516.00	2,754.16	19,414.02	14,101.98	58
502-4-44000-2400	GROUP LIFE INSURANCE	157.88	2,425.55	214.94	1,451.87	973.68	60
502-4-44000-2500	LONG-TERM DISABILITY	17.85	224.98	0.00	159.78	65.20	71
502-4-44000-2600	UNEMPLOYMENT INSURANCE	31.20	41.60	0.00	0.00	41.60	0
502-4-44000-2700	WORKER'S COMP	0.00	3,359.10	0.00	0.00	3,359.10	0
502-4-44000-3120	SLUDGE & TRASH REMOVAL-RUT CRK.	0.00	2,000.00	0.00	178.25	1,821.75	9
502-4-44000-3140	TESTING SERVICES	727.40	50,666.00	1,107.60	26,465.82	24,200.18	52
502-4-44000-3150	PROFESSIONAL SVCS	250.00	3,000.00	1,217.73	3,467.73	467.73 -	116
502-4-44000-3310	REPAIR & MAINT. SVCS-RUT CRK	0.00	18,666.00	0.00	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	5,016.95	41,426.32	15,329.77	46,784.42	5,358.10 -	113
502-4-44000-5120	WATER, SEWER - RUT. CRK.	0.00	9,705.00	229.14	3,190.83	6,514.17	33
502-4-44000-5130	ELECTRICAL SVCS-PUMP STATION	164.14	1,785.30	9,708.27 -	1,337.08	448.22	75
502-4-44000-5140	WATER,SEWER-PUMP STATION	0.00	187.20	15.60	156.00	31.20	83
502-4-44000-5210	POSTAGE	4.78	259.90	0.00	25.04	234.86	10
502-4-44000-5230	TELECOMMUNICATIONS	407.06	4,260.00	90.00	5,168.80	908.80 -	121
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	124.00	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	729.39	2,000.00	0.00	1,135.01	864.99	57
502-4-44000-6001	OFFICE SUPPLIES	321.90	2,000.00	0.00	2,605.76	605.76 -	130

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

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
502-4-44000-6004	LAB SUPPLIES	1,390.72	8,235.00	0.00	2,440.22	5,794.78	30
502-4-44000-6007	REPAIR & MAINT. SUPPLIES-RUT. CRK.	0.00	27,751.20	1,085.07	17,593.43	10,157.77	63
502-4-44000-6008	FUEL/OIL	846.24	2,000.00	357.87	2,754.84	754.84 -	138
502-4-44000-6009	VEHICLE & EQUIP SUPPLIES	0.00	3,000.00	0.00	927.41	2,072.59	31
502-4-44000-6011	UNIFORMS	0.00	2,000.00	0.00	661.98	1,338.02	33
502-4-44000-6051	CHEMICALS - RUT. CREEK	0.00	4,615.00	0.00	667.40	3,947.60	14
502-4-44000-8005	VEHICLES	0.00	15,000.00	490.47	758.80	14,241.20	5
	<b>44000 SEWER OPERATIONAL</b>	<b>28,549.39</b>	<b>481,268.85</b>	<b>31,827.28</b>	<b>353,774.09</b>	<b>127,494.76</b>	<b>74</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>
502-4-45000-0000	SEWER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
502-4-45000-1100	WAGES	8,154.00	125,304.20	9,084.37	102,033.19	23,271.01	81
502-4-45000-1300	PT WAGES	19.92	734.15	0.00	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	625.56	9,781.29	697.65	7,865.13	1,916.16	80
502-4-45000-2200	VRS	1,410.09	21,214.00	1,648.26	16,778.20	4,435.80	79
502-4-45000-2300	HEALTH INSURANCE	1,814.05	27,818.28	2,076.49	20,929.69	6,888.59	75
502-4-45000-2400	GROUP LIFE INSURANCE	116.99	1,679.07	130.44	1,339.98	339.09	80
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	62.55	8,000.00	0.00	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>12,203.16</b>	<b>220,527.48</b>	<b>13,637.21</b>	<b>209,632.84</b>	<b>10,894.64</b>	<b>95</b>

Town of Amherst  
Statement of Revenue and Expenditures

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
502-4-94000-0000	CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0
502-4-94000-8002	WWTP CENTRIFUGE	232,417.50	0.00	0.00	1,026,822.21	1,026,822.21 -	0

Town of Amherst  
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
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	17,511.35	217,275.00	0.00	108,637.33	108,637.67	50
502-4-95000-9003	STERLING BANK WWTP REFI INTEREST	4,843.39	53,033.00	0.00	27,424.64	25,608.36	52
502-4-95000-9004	SEWER REHAB PRINCIPLE	5,715.03	70,017.22	0.00	34,888.01	35,129.21	50
502-4-95000-9005	SEWER REHAB INTEREST	3,912.97	45,518.78	0.00	22,878.21	22,640.57	50
	<b>95000 DEBT SERVICE</b>	<b>31,982.74</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>312,783.96</b>	<b>1,207,898.23</b>	<b>54,287.29</b>	<b>1,880,462.61</b>	<b>672,564.38 -</b>	<b>156</b>

502 SEWER FUND

	Prior	Current	YTD
Revenues:	69,137.32	72,155.64	773,366.51
Expenditures:	312,783.96	54,287.29	1,880,462.61
Net Income:	243,646.64 -	17,868.35	1,107,096.10 -

**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	10,334.76	138,492.00	11,857.77	117,515.98	20,976.02 -	85
514-3-16080-0006	GARBAGE OT CHARGES	1,473.05	19,944.00	1,595.89	16,485.37	3,458.63 -	83
514-3-16080-0009	PENALTIES	404.24	5,000.00	427.03	4,564.75	435.25 -	91
	<b>16080 Total</b>	<b>12,212.05</b>	<b>163,436.00</b>	<b>13,880.69</b>	<b>138,566.10</b>	<b>24,869.90 -</b>	<b>84</b>
	<b>GARBAGE FUND Revenue Totals</b>	<b>12,212.05</b>	<b>163,436.00</b>	<b>13,880.69</b>	<b>138,566.10</b>	<b>24,869.90 -</b>	<b>84</b>

Town of Amherst  
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
514-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0
514-4-12110-1100	WAGES	241.54	3,297.20	266.93	2,923.59	373.61	89
514-4-12110-1300	PT WAGES	37.08	505.88	39.64	434.76	71.12	86
514-4-12110-2100	FICA	22.38	290.94	24.66	269.00	21.94	92
514-4-12110-2200	VRS	54.66	692.41	63.10	593.90	98.51	86
514-4-12110-2300	HEALTH INSURANCE	25.50	335.16	27.78	277.81	57.35	83
514-4-12110-2400	GROUP LIFE INSURANCE	3.48	44.18	3.86	38.41	5.77	87
514-4-12110-2500	STD/LONG-TERM DISABILITY	1.39	17.41	0.00	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>386.03</b>	<b>5,861.52</b>	<b>425.97</b>	<b>4,549.63</b>	<b>1,311.89</b>	<b>78</b>



Town of Amherst  
Statement of Revenue and Expenditures

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
514-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
514-4-12420-1100	WAGES	108.77	1,600.93	127.28	1,372.75	228.18	86
514-4-12420-1300	PT WAGES	16.28	249.41	20.80	189.44	59.97	76
514-4-12420-2100	FICA	8.78	141.55	10.48	111.32	30.23	79
514-4-12420-2200	VRS	17.03	271.05	20.94	202.67	68.38	75
514-4-12420-2300	HEALTH INSURANCE	8.48	335.16	9.24	92.37	242.79	28
514-4-12420-2400	GROUP LIFE INSURANCE	1.39	21.45	1.65	16.03	5.42	75
514-4-12420-2500	HYBRID DISABILITY	0.40	0.00	0.00	2.96	2.96 -	0
	<b>12420 FINANCE DEPARTMENT</b>	<b>161.13</b>	<b>2,619.55</b>	<b>190.39</b>	<b>1,987.54</b>	<b>632.01</b>	<b>76</b>

Town of Amherst  
Statement of Revenue and Expenditures

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
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	105,343.60	24,302.72	81
514-4-43200-3170	COLLECTION OUT OF TOWN	1,404.72	20,865.61	1,461.68	14,616.80	6,248.81	70
	<b>43200 CONTROL</b>	<b>11,479.46</b>	<b>150,511.93</b>	<b>11,996.04</b>	<b>119,960.40</b>	<b>30,551.53</b>	<b>80</b>

Town of Amherst  
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
514-4-45000-0000	GARBAGE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
514-4-45000-1100	WAGES	181.18	2,961.48	214.98	2,287.15	674.33	77
514-4-45000-1400	OTHER PAY/HOLIDAYS	0.00	40.48	0.00	0.00	40.48	0
514-4-45000-2100	FICA	13.86	229.65	16.48	174.78	54.87	76
514-4-45000-2200	VRS	31.34	501.38	39.00	375.20	126.18	75
514-4-45000-2300	HEALTH INSURANCE	40.31	670.32	50.43	466.89	203.43	70
514-4-45000-2400	GROUP LIFE INSURANCE	2.59	39.69	3.09	29.92	9.77	75
	<b>45000 GARBAGE MAINTENANCE</b>	<b>269.28</b>	<b>4,443.00</b>	<b>323.98</b>	<b>3,333.94</b>	<b>1,109.06</b>	<b>75</b>
	<b>GARBAGE FUND Expenditure Totals</b>	<b>12,295.90</b>	<b>163,436.00</b>	<b>12,936.38</b>	<b>129,831.51</b>	<b>33,604.49</b>	<b>79</b>

514 GARBAGE FUND		Prior	Current	YTD
Revenues:	12,212.05	13,880.69	138,566.10	
Expenditures:	12,295.90	12,936.38	129,831.51	
Net Income:	83.85 -	944.31	8,734.59	

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	0.00	28,456.73	0.00	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	1,062.54	2,815.14	1,282.24	1,282.24	1,532.90 -	46
	<b>IDA FUND Revenue Totals</b>	<b>1,062.54</b>	<b>36,420.63</b>	<b>1,282.24</b>	<b>7,072.12</b>	<b>29,348.51 -</b>	<b>19</b>

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

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
701-4-45000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
701-4-45000-1300	PT WAGES	239.04	8,809.82	0.00	6,337.35	2,472.47	72
701-4-45000-2100	FICA	18.29	673.95	0.00	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>257.33</b>	<b>27,737.79</b>	<b>0.00</b>	<b>6,822.15</b>	<b>20,915.64</b>	<b>25</b>

Town of Amherst  
Statement of Revenue and Expenditures

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
701-4-81500-0000	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0
701-4-81500-5100	ELECTRICAL SERV.	27.24	180.00	29.03	290.33	110.33 -	161
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>27.24</b>	<b>8,682.84</b>	<b>29.03</b>	<b>2,980.33</b>	<b>5,702.51</b>	<b>34</b>

Town of Amherst  
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
	<b>IDA FUND Expenditure Totals</b>	<b>284.57</b>	<b>36,420.63</b>	<b>29.03</b>	<b>9,802.48</b>	<b>26,618.15</b>	<b>27</b>
<b>701 IDA FUND</b>							
			Prior	Current	YTD		
	Revenues:	1,062.54		1,282.24	7,072.12		
	Expenditures:	284.57		29.03	9,802.48		
	Net Income:	777.97		1,253.21	2,730.36		

---

<b>Grand Totals</b>	<b>Prior</b>	<b>Current</b>	<b>YTD</b>
Revenues:	375,192.45	338,979.21	3,381,652.13
Expenditures:	614,619.43	278,343.32	4,768,155.17
Net Income:	239,426.98 -	60,635.89	1,386,503.04 -



**CLERK OF COUNCIL REPORT  
APRIL 2024**

**COMMITTEE MEETINGS**

**Planning Commission**

*Regular Meeting 04/10/24:* Receive and review agenda materials; assemble packet for meeting; post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

**Town Council**

*Regular Meeting 04/03/24:* 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: 04/25/24:* 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**

First Responders Celebration:

- Prepare banner permit application, correspond with VDOT
- Prepare road closure permit application, correspond with VDOT

Pole Banners

- Prepare banner application; correspond with VDOT
- Correspond with APCO re approval to hang banners on electric poles

Pancake Day Banner – receive permit and distribute

**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 and notices; post ads to newspaper portal;
- Prepare Resolution for Police Chief Shiflett for approval by council
- Order business cards for Deputy Town Manager
- Prepare oath for new EDA member; correspond with Clerk
- Order monitor for council chambers
- Correspond with Point Source re tv connections
- Order and pickup food for council work session
- Correspond with various board members re expiring terms and reappointment
- Draft information with pictures for Town map
- Miscellaneous phone calls, correspondence; miscellaneous research.
- Prepare miscellaneous purchase orders.

# Town of Amherst Committees as of April 30, 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 Vanderveelde	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
Harold O. Thomas, Jr.	04/10/24	04/31/28

**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.

**WATER PLANT UPGRADE:**

Hopefully April has seen the completion of the SCADA (Supervisory Control And Data Acquisition) with the ability of operation staff to oversee the functions of Waugh’s Ferry tank. Operators are now able to see tank levels and control the pumps sending water to Sweetbriar campus from the lab at the water plant instead of physically going to the tank. This now puts both tanks being watched from the water plant along with some of the raw water intake at the river. There still remains several small projects to be done prior to the completion of the water plant but they are small and more in lines with organization and sampling.

**CENTRIFUGE INSTALATION PROJECT,  
WASTEWATER:**

The sludge conveyor that had the project on hold for months on end finally was delivered and installed. Littleton the contractor is looking at starting up the of May 13<sup>th</sup> and if all goes well we will be in full operation mode. Littleton has started cleaning and removing equipment from the project site as well as taking care of any small tasks. The electrician still has work to complete prior to the operations going online. Plant staff will be lining up the dumping of the sludge “can” and its replacement in its new location under the conveyor. This is a simple task of just communicating with refuse contractor on the new location.

**SCADA UPGRADE PROJECT,  
WASTEWATER:**

Staff is looking forward to this project to begin in earnest any time now. Most all the design work is completed, and the contractor and subcontractors are lined up. Once the boots hit the ground on this project, Staff is expecting it to move quickly.

**CHLORINE AND pH STUDY, TOWN  
WIDE:**

Staff is pleased with the number of people interested participating in the CL2/pH study. The first round of sampling took place on April 17<sup>th</sup> and 24<sup>th</sup>. While Staff has not finished rendering the firs round of data collected, precursor result on chlorine were good with all falling within a range that meets the Virginia Department of Health’s standards. pH results were found to be more on the alkaline side, which is not an issue for town residents since alkaline water can be purchased at the grocery store. This will become more of how is it affecting the pipes. As the study progresses through the year we will have more data points in which to help direct our work.

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  
March 28, 2024 – 6:10 p.m.

**Directors:**  
(Present) Bruce Jones  
Doug Perrow, Treasurer  
Bonnie Swanson, Vice Chairman  
Jennifer Elliott  
Zachary Campbell  
Joetricia Humbles

**Directors:**  
(Absent) Shepard Landrum  
Jeff Floyd, Chairman  
Andrew Rousseau  
Leslie Whealton

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

**Staff Absent:**

**Others:** Glen Dye, Amanda Dye and family

**Call to order:** The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order March 28, 2024 at 6:10 p.m., by Bruce Jones, Acting Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

**Acknowledgement of Guests:** The Clean Water Farm Award winner was Introduced and the Clean Water Award was presented to Glen Dye and his family. We Thanked him for everything him and his family are doing to preserve their farm land.

6:20 pm- Meeting was stopped due to no quorum and waiting for a Director to arrive. Stacy presented the New Director Manuals and reviewed them with the Directors.

7:14 pm -Jennifer Elliott arrived and meeting resumed.

**Adopting the Agenda:** Bruce Jones, Acting Chairman, asked if there were any changes to the agenda. Noting that the Acknowledgement of Guest and the presentation of the Clean Water Award was done prior, due to waiting on a quorum. Motion was made to approve the agenda as presented. Approved (Perrow, Swanson passed 6/0).

**Resignation:** Motion was made to accept the resignation of Jeff Floyd, Chairman and Director of Amherst Co. Approved (Perrow, Humbles passed 6/0).

**Reading and Approving of the February 22 2024 Minutes:** Bruce Jones Acting Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). Motion was made to approve the minutes as written. Approved (Perrow, Campbell passed 6/0).

**REPORT OF OFFICERS/PARTNERS/STAFF**

**1-Treasurer’s Report –February 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 March 2024 report. (Copy filed with minutes).

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

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

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

1. Central Virginia Cattleman’s Conference- April 5-Bedford County
2. Lynchburg Area Home Water Testing-collection on April 10-Extension office
3. Women in Agriculture gathering-Blacksburg-April 19-20

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

**Contract to Approve**

<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>
10-24-0019	586133	Campbell	\$1130.00	\$1130.00	6/30/2024	OCB	SL-8H
10-24-0040	586142	Campbell	\$1954.30	\$1954.30	6/30/2024	OCB	SL-8H
10-24-0022	574937	Appomattox	\$16474.50	\$16474.50	6/30/2024	OCB	SL-8B
10-24-0022	586156	Appomattox	\$4271.10	\$4271.10	6/30/2024	OCB	SL-8H
10-24-0012	574927	Appomattox	\$60084.50	\$60084.50	6/30/2024	CB	SL-8B
10-24-0035	579427	Appomattox	\$23946.30	\$23946.30	6/30/2024	CB	SI-8B
10-24-0044	585355	Appomattox	\$532.14	\$532.14	6/30/2024	CB	NM-1A

Motion was made to approve 10-24-0019, 10-24-0040, 10-24-0022 (both 574937 and 586156.) Approved ( Perrow, Humbles passed 6/0). Each of these contracts/ instances were originally approved under a incorrect practice code and rate as determined during field verifications and this approval stands to correct the error.

Motion was made to approve 10-24-0012, 10-24-0035 and 10-24-0044. Approved (Perrow, Humbles passed 6/0). Aoorivak if 10-24-0012 and 10-24-0035 serves to correct acreage discrepancies (from the original approval) that were noted during field verifications.

**Contract to Cancel**

<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>
-----------------	-----------------	------------	------------------	----------------	------------------	-------------	-----------------

10-24-0040	579432	Campbell	\$5250.00	\$5250.00	06/30/2024	OCB	SL-8B
10-24-0019	574934	Campbell	\$5085.00	\$5085.00	6/30/2024	OCB	SL-8B
10-24-0013	574928	Appomattox	\$49563.00	\$49563.00	6/30/2024	OCB	SL-8B

Motion was made to cancel practices 10-24-0040, 10-24-0019 and 10-24-0013. Approved (Swanson, Humbles passed 6/0).

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

Notes: The underground classroom is still on track to be completed by April 14<sup>th</sup>.

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

Motion request to use AMCI for our monitor systems for the three Appomattox Dams. Approved (Perrow, Humbles passed 6/0).

Our next Board of Directors meeting will be Thursday April 25, 2024.

10- Timberlake WID –VSWCD approved annual budget for the Timberlake WID.

**REPORT OF COMMITTEES- Personnel Committee-** The personnel committee presented the meeting minutes. The Board voted to approve the Conservation Technician Job Description as presented and the terms for posting the job description on the All District website for 2 weeks with a follow up Personnel meeting on April 15<sup>th</sup>. The position will be posted with a salary range of \$42000 to \$48000 with benefits. Approved (Perrow, Swanson passed 6/0).

8:10 pm Bruce Jones stepped out

**Education Committee-**The recommendation of the Education Committee were to offer our two \$2000 Scholarships to Bruce Jones II and Larken Harris from Appomattox Co. It was recommended to send Larken Harris application up to the VASWCD for consideration. Approved (Swanson, Perrow passed 5/0).

8:15 pm Bruce Jones entered

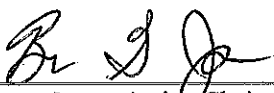
**UNFINISHED BUSINESS-** None

**NEW BUSINESS-** We will need to schedule an special meeting to approve the Structural practices that were not ready for tonight’s meeting. Cindy will be contacting the Board to let them know when that will be.

**PUBLIC COMMENT** –None

**ANNOUNCEMENTS** – None

**ADJOURNMENT** - The Acting Chairman adjourned the meeting at 8:24 p.m. Approved (Perrow, Humbles passed 6/0)

  
 Bruce Jones, Acting Chairman

  
 Cindy Miller, Office Administrator

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 Emergency Meeting Minutes  
 April 4, 2024 5:30 pm

**Directors:** Doug Perrow, Treasurer  
 (Present) Bonnie Swanson, Vice Chairman  
 Jennifer Elliott  
 Shepard Landrum  
 Zachary Campbell  
 Bruce Jones  
 Joetricia Humbles

**Directors:** Leslie Whealton  
 (Absent) Andrew Rousseau

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

**Staff Absent:** None

**Others:** None

**Call to order:** The Special Board meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order April 4, 2024 at 5:35 p.m., by Doug Perrow, Treasure, at The District Office 7631A Richmond Hwy Appomattox, VA 24522.

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

**RELSWCD Conservation Technician Report-Dustin Woodall**

<u>Contract</u>	<u>Instance</u>	<u>County</u>	<u>Practice</u>	<u>VACS Funding Source</u>	<u>VACS Payment Amount</u>	<u>SWCD Payment Amount</u>
10-24-0001	536094	Amherst	SL-6W	2024 CB VACS	\$39,735.50	\$2,716.90
10-24-0003	540628	Campbell	SL-6W	2024 OCB VACS	\$17,020.50	\$10,176.75
10-23-0054	526594	Campbell	SL-6W	2023 OCB VACS	\$32,946.00	\$26,492.79
10-23-0056	584799	Appomattox	SL-6N	2023 CB VACS	\$57,449.60	\$45,594.40
10-22-0001	453060	Appomattox	SL-6W	2022 CB VACS	\$67,141.25	\$2,125.55

Motion was made for approval to pay the above contracts as listed above the SWCD payment amount is to be paid our of the Reserve Operation account. Approved (Humbles, Landrum passed 7/0).

**REPORT OF COMMITTEES- None**

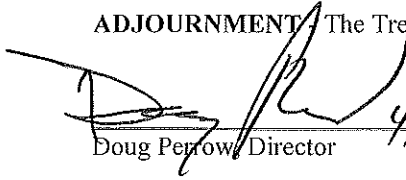
UNFINISHED BUSINESS- Motion to was made to post the Open Amherst Director seat. Approved ( Humbles, Swanson passed 7/0).

NEW BUSINESS- Katelin requested for a Director to volunteer to be added to the Strategic planning committee. Joetricia Humbles volunteered.

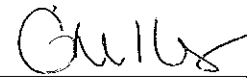
PUBLIC COMMENT – None

ANNOUNCEMENTS – None

ADJOURNMENT: The Treasurer adjourned the meeting at 6:11 p.m. Approved (Humbles, Landrum passed 7/0)

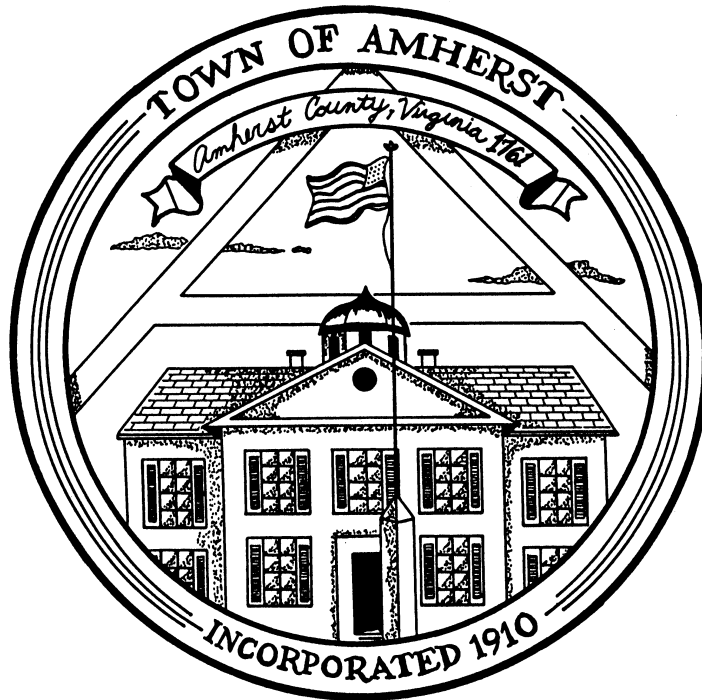
  
Doug Perrow, Director

4/25/29

  
Cindy Miller, Office Administrator



# Town of Amherst FY 25 Budget

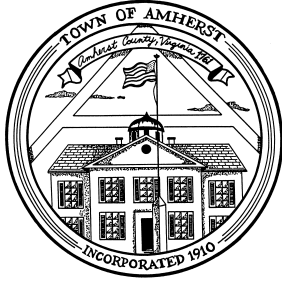


Mayor D. Dwayne Tuggle  
Vice-Mayor Andra Higginbotham  
Councilor Michael H. Driskill  
Councilor Sharon W. Turner  
Councilor Kenneth S. Watts  
Councilor Janice N. Wheaton

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.

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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

otherwisemade 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/tripcharge, 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.mcguffin@amherstva.gov](mailto:sara.mcguffin@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 Reserv	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 Total</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>Fund 501 WATER FUND</b>		<b>FY25 Budget</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>Fund 502 SEWER FUND</b>		<b>FY25 Budget</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>Fund 514 GARBAGE FUND</b>		<b>FY25 Budget</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>
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

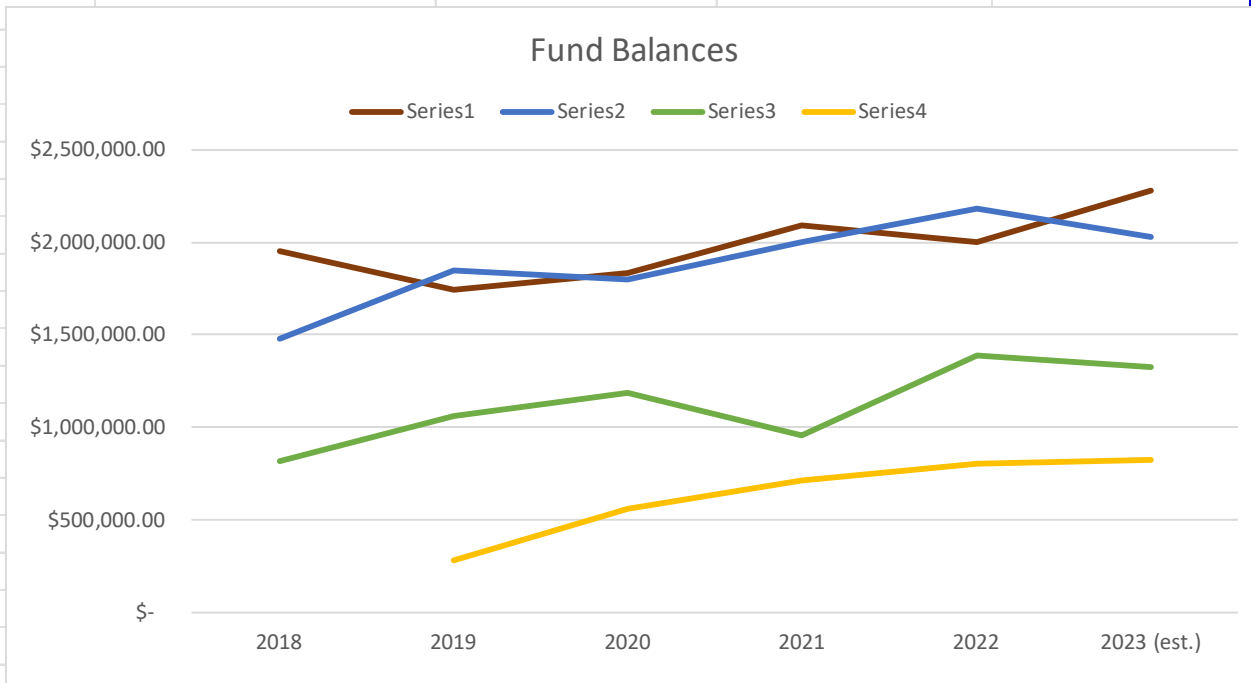


Table with columns for Town of Amherst Pay Plan, Grade, and 2020-2024 pay rates. Includes a 'Notes' section at the bottom of the table.

Notes: This merit plan applies to full-time, non-probationary employees. The Town Manager may approve merit raises for a specific employee at any time during the fiscal year within budget limitations upon recommendation and justification of the supervisor.

Upper lines contain annualized pay rates, lower lines contain hourly pay rates.

Positions with professional development paths may be promoted within a budget year once they have met the requirements to do so.

Table listing positions included in the Town's Pay Plan, categorized by Administration, Police, and Public Utilities.

For the FY23-24 budget, the following positions are included:

### 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

## **§33.2-339 – Town Addition to Secondary Route**

### **RESOLUTION**

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

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

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



# TOWN OF AMHERST

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

## Memorandum

**To:** Town Council

**From:** Tracie L. Morgan/Deputy Town Manager

**Date:** May 1, 2024

**Subject:** Brockman Park Investment Recoupment Agreement

Per an agreement established in 2001 between the County and the Town, the Town and the County would contribute real estate and other taxes collected from Brockman Park properties to the Brockman Park Recoupment Fund. However, in 2014 the Town adopted a \$0.00 tax rate and therefore, has not been contributing to the Recoupment Fund. The last contribution from the Town was from taxes collected in 2013.

Attached to this memo is a new resolution for your consideration that will reiterate the original agreement made in 2001 as well as add language that states the Town will contribute amounts based to the 2013 tax rate and calculated on the property values that are obtained yearly from the County Commissioner of Revenue, until such time that the Town reinstates a tax rate, then the contribution shall be at the adopted tax rate.

In addition to the request to adopt an updated resolution, I am also requesting an appropriation in the amount of \$24,860.34. This amount represents tax amounts for the years 2014 through 2023 based on the Town's 2013 tax rate. This is the amount that would have been contributed to the recoupment fund had the Town implemented a tax rate.

It is staff's recommendation to fulfill the intent of the original resolution by adopting the revised resolution that will clear up the responsibility of the Town and to appropriate the requested amount to transfer to the Recoupment Fund.

Thank you.

RESOLUTION  
AMHERST TOWN COUNCIL  
RE: BROCKMAN PARK INVESTMENT RECOUPMENT PLAN

WHEREAS, the Board of Supervisors of Amherst County (the "Board" or "County") and the Town Council for the Town of Amherst (the "Council" or "Town") recognize the shared economic interests of Amherst County and the Town of Amherst, and acknowledge the importance of fostering economic and industrial growth within both jurisdictions for the benefit of their citizens; and,

WHEREAS, the Town of Amherst completed the acquisition of land and the installation of essential infrastructure, including water, sewer, electrical facilities, roads, and stormwater management facilities, for the L. Barnes Brockman Business and Industrial Park (hereinafter sometimes referred to as "Brockman Park" or "Park") situated in Amherst County on the northern side of U.S. Route 60 within the Town of Amherst at its eastern corporate limits; and,

WHEREAS, Brockman Park spans approximately 130 useable acres of industrial and commercial property, with the Town aiming to recoup its initial investment of \$3,000,000 through land sales, grant funds such as the VDOT Industrial Access Fund, and increased taxes to the Town; and,

WHEREAS, recognizing the significant per-acre cost required to recoup the initial investment solely through land sales, grant funds, and increased taxes, the Town seeks alternative mechanisms to expedite the recovery process; and,

WHEREAS, the County has historically supported the Brockman Park project through its backing of the project's participation in the VDOT Industrial Access Fund program and various marketing endeavors, believing that the successful development of Brockman Park will generate vital revenues to support public services in the County and create additional employment opportunities for its citizens, thus expressing a desire to further contribute to the project's success; and,

WHEREAS, the Town acknowledges that the development, marketing, and sale of property within Brockman Park shall be determined by the Industrial Development Authority (IDA) and the Town, without requiring separate affirmative, official action by the County on each matter; and,

WHEREAS, it is in the best interest of all citizens of the Town of Amherst and Amherst County to accelerate the recovery of the Town's initial investment in order to foster the growth, utility, and success of Brockman Park; and,

WHEREAS, the Town and the County approved the original resolution on October 2, 2001, with the Town agreeing to the following:

1. The Town hereby establishes the Brockman Park Recapitalization Investment Recoupment Fund (hereinafter sometimes referred to as the “Fund”), with an initial amount equal to the total cost of the Brockman Park land, engineering, infrastructure development, and incidental costs, calculated to be \$3,000,000.
2. The Town pledges 100% of the taxes it collects in the form of real estate tax, personal property tax, or machinery and tool tax with regard to park property, as well as land sales monies and grant monies collected in connection with the location of new business and industry in Brockman Park, to defray the Fund.
3. The Town acknowledges that compliance with Virginia law prohibits the County from agreeing to make this investment beyond the current fiscal year without taking other measures. Further, this resolution does not bind or obligate any future Board of Supervisors to appropriate and pay any amounts set forth herein.
4. Prior to the transfer of any amount by the Town, the IDA shall prepare an annual activity report on the Fund in January of each year for the prior calendar year and submit it to the Town, along with estimates for the then-current year. A copy of this report and any accompanying documentation shall be concurrently submitted to the County.
5. The Town urges all future Boards of Supervisors to appropriate sums sufficient to carry out the purposes of this resolution, for the benefit of all citizens of Amherst County.
6. The IDA shall manage the Fund, with all monies held by the Town Treasurer. As such, the Town shall transfer monies accordingly.
7. The Town agrees to collaborate with the County and the IDA to accomplish the purposes of this resolution and, more broadly, to achieve economic growth for the benefit of all citizens of Amherst County.
8. The Town reserves the right to adjust its tax rates.
9. Upon the date the Brockman Park Recapitalization Investment Recoupment Fund reaches a zero or negative balance, the Fund shall cease to exist and become null and void.

WHEREAS, the Town adopted a \$0.00 tax rate in fiscal year 2014, resulting in no contributions on the Town’s behalf since 2013.

NOW, THEREFORE, BE IT RESOLVED by the Town, that the Town agrees to contribute to the Brockman Park Investment Recoupment Plan going forward based on the 2013 tax rates while utilizing property values obtained from the County Commissioner of Revenue on a yearly basis.

NOW, THEREFORE, BE IT FURTHER RESOLVED at any time the Town reinstates a tax rate, the contribution amount will be made at the newly adopted tax rate and based on the property values obtained from the County Commissioner of Revenue.



TOWN OF AMHERST, VIRGINIA

Adopted May 8, 2024

By \_\_\_\_\_

D. Dwayne Tuggle, Mayor

ATTEST:

\_\_\_\_\_

Clerk of Council

# Brockman Park Investment Recoupment Report

Prepared: 01/29/24

Prior to the transfer of any amount by the Town, the IDA shall prepare an annual activity report on the Fund in January of each year for the prior calendar year and submit it to the Town along with estimates for the then-current year. A copy of this report and any accompanying documentation shall be concurrently submitted to the County.

**Balance, 6/30/2023** **\$ 2,102,130.10**

**FY 23 Activity:**

County: Lot 10: Steven D. Clancy, LLC (BlackBox) Real Estate Taxes	12,694.10	
Lot 10: MTS/Black Box Personal Property Taxes	1,148.86	
Lot 10: MTS/Black Box Business Equipment Taxes	7,405.43	
Lot 9b,c: HBH Amherst, LLC (Horizon) Real Estate Taxes	8,566.24	
Lot ???: AmherstSNF Operations/Fairmont Real Estate Taxes	37,721.18	
Lot ???: AmherstSNF Operations/Fairmont Business Equipment	17.60	
<i>Note: Above is as per Commissioner of the Revenue Jane Irby on 1/29/24</i>		
Less - FY98 Assessment	<u>(2,740.65)</u>	
<b>Total FY24 from County</b>		<b>(64,812.76)</b>

**Town: 2023**

	Value	Town Tax Rate
Lot 10: Steven D. Clancy, LLC (BlackBox) Real Estate Taxes	2,081,000.00	749.16
Lot 10: MTS/Black Box Personal Property Taxes	33,550.00	117.43
Lot 10: MTS/Black Box Business Equipment Taxes	214,650.00	751.28
Lot 9b,c: HBH Amherst, LLC (Horizon) Real Estate Taxes	1,404,300.00	505.55
Lot ???: AmherstSNF Operations/Fairmont Real Estate Taxes	6,183,800.00	2,226.17
Lot ???: AmherstSNF Operations/Fairmont Business Equipment	511.00	<u>1.79</u>
		<b>(4,351.36)</b>

**Town: 2014-2022**

	Value	Town Tax Rate
Lot 10: Steven D. Clancy, LLC (BlackBox) Real Estate Taxes	2,081,000.00	6,742.44
Lot 10: MTS/Black Box Personal Property Taxes	33,550.00	985.88
Lot 10: MTS/Black Box Business Equipment Taxes	214,650.00	6,761.48
Lot 9b,c: HBH Amherst, LLC (Horizon) Real Estate Taxes	1,404,300.00	3,791.23
Lot ???: AmherstSNF Operations/Fairmont Real Estate Taxes	6,183,800.00	2,226.17
Lot ???: AmherstSNF Operations/Fairmont Business Equipment	511.00	<u>1.79</u>
		<b>(20,508.98)</b>

**Projected Balance, 6/30/2024** **\$ 2,032,965.98**

From the Table of Uses, and permitted in T-1, B-1, B-2 and CBD:

**DELETE:**

Retail service stores such as bakeries, barber shops, beauty parlors, shoe shops, self-service laundries, and establishments for receiving and distributing articles for laundering, drying and dry cleaning

**REPLACE WITH:**

Retail goods for sale inside of the premises and personal services licensed by the state.