

AMHERST TOWN COUNCIL

AGENDA

Wednesday, January 8, 2025

Meeting at 7:00 p.m.

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

- A. Call to Order for the Town Council– 7:00 p.m. - Mayor Tuggle**
- B. Pledge of Allegiance** - *I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*
- C. Invocation** - *Any invocation that may be offered before the official start of the Amherst Town Council meeting shall be the voluntary offering to, and for, the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by Council and do not necessarily represent the religious beliefs or views of the Council in part or as a whole. No member of the audience is required to attend or participate in the invocation, and such decision will have no impact on their right to participate actively in the business of the Council. Copies of the policy governing invocations and setting forth the procedure by which a volunteer may deliver an invocation are available upon request at the Town Hall.*
- D. Public Hearings and Presentations**
- E. Citizen Comments** - *Per the Town Council's policy, any individual desiring to speak before the Council who has not met the agenda deadline requirement will be allowed a maximum of three minutes to speak before the Town Council. Any individual representing a bona fide group will be allowed a maximum of five minutes to speak before the Town Council. Placement on the agenda is at the Mayor's discretion.*
- F. Consent Agenda** – *Items on the consent agenda can be voted on as a block if all are in agreement with the recommended action or discussed individually.*
- 1. Town Council Minutes (Pgs. 1-8)** – *Draft of the December 11th meeting minutes are **attached**. Please let Vicki Hunt know of any concerns by Wednesday morning so that any needed corrections can be presented at the meeting.*
 - 2. Check approval (Pgs. 9-20)**- *The check register for the month of December 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. 21-98)**
 - 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**
 - a. Planning Commission- *met January 7th, 2025, minutes forthcoming*
 - b. Economic Development Authority- *met January 6th, minutes forthcoming*
 - c. Robert E. Lee SWCD
- H. Discussion Items**
- 1. Continuation of Governance Resolution (Pgs. 99-157)**- *Sara McGuffin- At the beginning of each two-year term of Council, the Council considers and adopts a reorganization resolution, which assures the continuance of*

governance and affirms the Council's appointments for staff and committees, as well as critical policies for the Town.

- 2. FOIA/COIA Training-** *Kelley Kemp- Mrs. Kemp will provide required Freedom of Information (FOIA) and Conflict of Interest (COIA) training to the Council.*
- 3. Set Public Hearing for Rezoning (Johnson) (Pgs.158-163)** - *Sara McGuffin- Stuart Johnson has requested rezoning of land at the end of Vista Drive. The Planning Commission has held their public hearing and recommends approval. Staff requests that the Council set a public hearing for their February meeting.*

I. Matters from Staff

J. Citizen Comments

K. Matters from Town Council

L. Anticipated Town Council Agenda Items for Next Month

M. Adjournment

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on December 11 , 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	Dante Robinson	Police Captain
Tracie Morgan	Dep. Town Manager/Treas.	Charles Thompson	Utilities Maintenance Foreman
Kelley Kemp	Town Attorney-Remote	Becky Cash	Water/Wastewater Operator
Vicki K. Hunt	Clerk of Council		

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

Mayor Tuggle opened the floor to citizen comments.

Mr. Watts made a motion that was seconded by Mr. Driskill to approve a Resolution honoring Sharon Watts Turner, commemorating her service on Town Council and accomplishments to the Town of Amherst.

There being no discussion the motion carried 4-0 as follows:

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

The resolution was presented to Ms. Turner by Mayor Tuggle.

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

Town Manager McGuffin gave a report on a proposed lease between Town of Amherst and Amherst Mountain Biking Club. The purpose of the lease is to allow Amherst Mountain Biking Club to construct a trail system in certain areas within Brockman Industrial Park, consisting of portions of TM# 96-5-1, 2, 3, 4, 5, 6, 7, 8, 9A, 12, 13, 14, 15, 16, 96A13, 96A36 and 96A37. The trail system would include beginner, intermediate and advanced biking trails.

Mayor Tuggle opened a duly advertised public hearing at 7:07 p.m. on the proposed lease between Town of Amherst and Amherst Mountain Biking Club which would, if approved, would allow Amherst Mountain Biking Club to construct a multiuse trail system within certain areas of Brockman Industrial Park.

Mike Hansen, President of Amherst Mountain Mike Club, was present to speak on behalf of the Club and to answer questions.

There being no one else present in person or otherwise who wished to speak, the public hearing closed at 7:12 P.M.

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.

Ms. Wheaton made a motion that was seconded by Ms. Turner to approve the minutes of the meeting held on November 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	Absent
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Kenneth Watts	Aye

Mr. Watts made a motion that was seconded by Mr. Driskill to approve the November 2024 check registry as presented with the exception of Item #6417 Hill Hardware in the amount of \$232.06.

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

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

Ms. Wheaton made a motion that was seconded by Mr. Watts to approve Item #6417 Hill Hardware, in the amount of \$232.06, on the November 2024 check registry, as presented.

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

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

Town Manager McGuffin gave a report on a proposed Resolution requesting the Virginia Department of Transportation to conduct a speed reduction study for that portion of Sunset Drive situated in the Town of Amherst, Virginia. Staff recommended that Council adopt the Resolution for VDOT to evaluate the possibility of reducing the speed limit on Sunset Drive.

Mr. Watts made a motion that was seconded by Ms. Turner to adopt the Resolution requesting that VDOT conduct a speed reduction study for Sunset Drive, as recommended by staff.

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

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

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

Town Manager McGuffin gave a report on consideration of a Finding of Substantial Accord for the use of Brockman Industrial Park for multiuse trails by the Amherst Mountain Biking Club, noting that §15.2-2232 of the Code of Virginia indicates that no public utility facility, whether publicly or privately owned, shall be constructed, established or authorized, unless and until the general location or approximate location, character, and extent has been submitted to and approved by the commission as being substantially in accord with the adopted comprehensive plan or part thereof, and in connection with any such determination, the commission may, and at the direction of the governing body shall, hold a public hearing after notice. After holding a public hearing on December 5, 2024, the Planning Commission made a finding that the use of portions of the property located in Brockman Park, designated as TM# 96-5-1, 2, 3, 4, 5, 6, 7, 8, 9A, 12, 13, 14, 15, 16, 96A13, 96A36 and 96A37, suitable for a bike trail system, is in substantial accord with the Comprehensive Plan. Staff requested that Council validate the finding of substantial accord.

By consensus Council affirmed that the use of portions of property located in Brockman Industrial Park, suitable for a bike trail system, is in substantial accord with the Town's Comprehensive Plan, as recommended by the Planning Commission and by staff.

Town Manager McGuffin requested that Council approve adoption of the proposed lease between Town of Amherst and Amherst Mountain Biking Club which would allow the Club to construct a multiuse trail system within certain areas of Brockman Industrial Park.

Mr. Wheaton made a motion that was seconded by Ms. Turner to approve the lease between Town of Amherst and Amherst Mountain Biking Club and allow the Club to construct a multiuse trail system within certain areas of Brockman Industrial Park.

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

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

Town Attorney Kemp and Town Manager McGuffin reported on a proposed Resolution to request an opinion from the Virginia Attorney General regarding the scope of authority extended to localities under Virginia Code §46.2-1300. The resolution requests clarification of the law contained in §46.2-1300 on the ability of localities to change speed limits within their jurisdiction.

Mr. Watts made a motion that was seconded by Mr. Driskill to adopt the Resolution to request an opinion from the Virginia Attorney General on clarification of the law contained in §46.2-1300, as recommended by staff.

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

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

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

Mayor Tuggle opened the floor to citizen comments.

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

There being no further business, on motion of Ms. Wheaton and seconded by Ms. Turner at 7:27 PM, the meeting adjourned until January 8, 2025, at 7:00 p.m.

The motion carried 4-0 as follows:

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

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of Council

Resolution
of the
Town Council of the Town of Amherst

WHEREAS, Sharon Watts Turner, is a highly respected citizen and a long-time resident of the Town of Amherst; and

WHEREAS, Sharon Watts Turner was first appointed to Town Council as an interim council member serving from August 2019 through December 2019. She was then elected and agreed to serve as a council member from November 2020 through December 31, 2024; and,

WHEREAS, Sharon Watts Turner, was first appointed and agreed to serve on the Town of Amherst Industrial Development Authority, now the Economic Development Authority, on January 11, 2017, and continues to serve as Chairman of the Authority; and,

WHEREAS, Sharon Watts Turner, has demonstrated a great interest in the welfare of this community through loyal and dedicated service to the residents of the Town of Amherst during her career in public service; and,

WHEREAS, the Town Council of the Town of Amherst wishes to acknowledge the services that Sharon Watts Turner, has given to this community and also to express its appreciation for all that she 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 Sharon Watts Turner, 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 Sharon Watts Turner's tenure on the Town Council of the Town of Amherst; and

FINALLY, BE IT RESOLVED the Clerk of the Council of the Town of Amherst is ordered to deliver an original copy of this Resolution to Sharon Watts Turner, as a token of the Council's deep appreciation for her 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 December 11, 2024.

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of Council

TOWN COUNCIL OF THE TOWN OF AMHERST

MOTION: Kenneth S. Watt
SECOND: Sharon W. Turner

Wednesday, December 11, 2024
Regular Meeting
Resolution No.: 2024-12-11A

**RESOLUTION REQUESTING THE VIRGINIA DEPARTMENT OF TRANSPORTION
TO CONDUCT A SPEED REDUCTION STUDY FOR THAT PORTION OF SUNSET
DRIVE SITUATED IN THE TOWN OF AMHERST, VIRGINIA**

WHEREAS, pursuant to §46.1-1300(A)(1), Code of Virginia, the Town of Amherst has authority to increase or decrease the speed limit within its boundaries, provided such increase or decrease in speed shall be based upon a traffic engineering investigation; and,

WHEREAS, pursuant to §46.2-878(A) the Commissioner of Highways or other authority having jurisdiction over highways may increase and decrease the speed limits on any highway under its jurisdiction after a traffic engineering investigation; and,

WHEREAS, Sunset Drive is partially situated within the boundaries of the Town of Amherst; and,

WHEREAS, that portion of Sunset Drive situated within the boundaries of the Town of Amherst has multiple public ingresses and egresses that access multiple houses along its entire length; and,

WHEREAS, that portion of Sunset Drive situated within the boundaries of the Town of Amherst has multiple individual driveways on both sides, and

WHEREAS, that portion of Sunset Drive situated within the boundaries of the Town of Amherst is a two-lane highway with no divider separating opposing lanes, and,

WHEREAS, the Virginia Department of Transportation has established speed limits for motorist traveling along Sunset Drive; and,

WHEREAS, the current speed limit of 35 mph on that portion of Sunset Drive situated within the boundaries of the Town of Amherst is too high and poses a traffic safety hazard; and,

WHEREAS, it is the desire of the Town of Amherst Town Council to request Virginia Department of Transportation officials to consider reducing speed limits in certain areas of Sunset Drive to provide a safer traveling experience for motorists and pedestrians; and,

NOW THEREFORE BE IT RESOLVED that the Town of Amherst Town Council hereby requests that the Virginia Department of Transportation conduct a speed reduction study on that portion of Sunset Road situated within the boundaries of the Town of Amherst, Virginia.

Adopted this 11th day of December 2024.

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of Council

FOR APPROVAL

TOWN COUNCIL OF THE TOWN OF AMHERST

MOTION: Kenneth S. Watts
SECOND: Michael Driskill

Wednesday, December 11, 2024
Regular Meeting
Resolution No.: 2024-12-11B

RESOLUTION TO REQUEST AN OPINION FROM THE VIRGINIA ATTORNEY GENERAL REGARDING THE SCOPE OF AUTHORITY EXTENDED TO LOCALITIES UNDER VIRGINIA CODE §46.2-1300

WHEREAS, on September 11, 2024, the Town of Amherst passed three ordinances that allow the Town to lower the speed limits on roads within the Town in certain, narrow circumstances; and

WHEREAS, the Town passed these ordinances under the enabling authority of Section 46.2-1300 of the Code of Virginia (1950) as amended; and

WHEREAS, the Virginia Department of Motor Vehicles disagrees that Virginia Code §46.2-1300 gives the Town the authority to change the speed limits within Town; and

WHEREAS, the Town of Amherst and the Virginia Department of Motor Vehicles have had numerous discussions and cannot come to an agreement as to the authority extended to the Town by Virginia Code §46.2-1300; and

WHEREAS, both parties would like to have guidance and clarity on the authority provided by Virginia Code §46.2-1300; and

WHEREAS, Section 2.2-505 of the Code of Virginia, (1950) as amended, states that the Attorney General shall render an advisory opinion when requested to do so by a town attorney if the question is directly related to the discharge of duties of the official requesting the opinion.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF AMHERST, on this 11th day of December 2024, the Amherst Town Council does hereby direct the Town Attorney to request an official advisory opinion form the Virginia Attorney General under Virginia Code §2.2-505 as to the scope of authority extended to localities under Virginia Code §46.2-1300.

Adopted this 11th day of December 2024.

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of Council

Range of Checking Accts: First to Last Range of Check Dates: 12/01/24 to 12/31/24
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
GENERAL FIRST NATION MAIN CHECKING							
6451	12/05/24	BTECH005 B-TECH CONSTRUCTION					327
V5-00352	1	WATER MAITN BUILDING	4,066.94	501-4-44000-8005	Expenditure		2 1
				EQUIPMENT			
V5-00352	2	WATER MAITN BUILDING	4,066.94	502-4-44000-8005	Expenditure		3 1
				VEHICLES			
V5-00352	3	WATER MAITN BUILDING	1,412.46	501-4-44000-8005	Expenditure		4 1
				EQUIPMENT			
V5-00352	4	WATER MAITN BUILDING	1,412.46	502-4-44000-8005	Expenditure		5 1
				VEHICLES			
			<u>10,958.80</u>				
6452	12/05/24	CENTR005 CENTRAL TECHNOLOGY SOLUTIONS					327
V5-00368	1	12/1-12/31	633.03	100-4-43200-5230	Expenditure		21 1
				TELECOMMUNICATION			
6453	12/05/24	CITY0005 CITY OF LYNCHBURG					327
V5-00370	1	WASTE REMOVAL	2,868.60	502-4-44000-3120	Expenditure		23 1
				SLUDGE & TRASH REMOVAL-RUT CRK.			
V5-00370	2	WASTE REMOVAL	4,098.00	502-4-44000-3120	Expenditure		24 1
				SLUDGE & TRASH REMOVAL-RUT CRK.			
			<u>6,966.60</u>				
6454	12/05/24	CONSO005 CONSOLIDATED PIPE & SUPPLY					327
V5-00353	1	METER PROJECT	56,575.00	501-4-94000-8002	Expenditure		6 1
				WATER TREATMENT PLANT IMPROVEMENTS			
V5-00353	2	METER PROJECT	158,960.00	501-4-94000-8002	Expenditure		7 1
				WATER TREATMENT PLANT IMPROVEMENTS			
V5-00353	3	METER PROJECT	18,247.50	501-4-94000-8002	Expenditure		8 1
				WATER TREATMENT PLANT IMPROVEMENTS			
			<u>233,782.50</u>				
6455	12/05/24	DISCO005 DISCOUNT PORTABLE RESTROOMS					327
V5-00362	1	PARK RESTROOM	100.00	100-4-43200-6007	Expenditure		16 1
				REPAIR & MAINT. SUPPLIES			
6456	12/05/24	GREG0005 GREGORYS GENERAL AUTO REPAIR					327
V5-00356	1	2017 PD EXPLORER	64.50	100-4-31100-6009	Expenditure		11 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
V5-00360	1	TOWN CAR	84.50	100-4-43200-6009	Expenditure		14 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
V5-00361	1	2013 DODGE	471.95	100-4-43200-6009	Expenditure		15 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
V5-00364	1	WTP TRUCL TIRES	424.00	501-4-44000-6009	Expenditure		18 1
				VEHICLE & EQUIP SUPPLIES			
			<u>1,044.95</u>				
6457	12/05/24	HILLH005 HILL HARDWARE CORPORATION					327
V5-00371	1	NOVEMBER STATEMENT	22.89	100-4-43200-6009	Expenditure		25 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									
6457 HILL HARDWARE CORPORATION Continued									
V5-00371	2	NOVEMBER STATEMENT	40.38	100-4-43200-6007	Expenditure		26	1	
				REPAIR & MAINT. SUPPLIES					
V5-00371	3	NOVEMBER STATEMENT	85.11	100-4-43200-6012	Expenditure		27	1	
				CHRISTMAS DECORATIONS					
V5-00371	4	NOVEMBER STATEMENT	65.90	501-4-44000-6007	Expenditure		28	1	
				REPAIR & MAINT. SUPPLIES					
V5-00371	5	NOVEMBER STATEMENT	32.61	501-4-44000-8005	Expenditure		29	1	
				EQUIPMENT					
V5-00371	6	NOVEMBER STATEMENT	32.62	502-4-44000-8005	Expenditure		30	1	
				VEHICLES					
			<u>279.51</u>						
6458	12/05/24	LAURE005 LAUREL STONE VET HOSPITAL							327
V5-00355	1	SKYE VET	579.56	100-4-31100-6003	Expenditure		10	1	
				CANINE SUPPLIES					
6459	12/05/24	MANSF005 MANSFIELD OIL COMPANY							327
V5-00372	1	10/16-11/15	330.88	100-4-43200-6008	Expenditure		31	1	
				FUEL					
V5-00372	2	10/16-11/15	502.48	100-4-31100-6008	Expenditure		32	1	
				FUEL					
V5-00372	3	10/16-11/15	23.94	502-4-44000-6008	Expenditure		33	1	
				FUEL/OIL					
V5-00372	4	10/16-11/15	215.89	502-4-44000-6008	Expenditure		34	1	
				FUEL/OIL					
V5-00372	5	10/16-11/15	362.66	100-4-43200-6008	Expenditure		35	1	
				FUEL					
V5-00372	6	10/16-11/15	722.13	100-4-31100-6008	Expenditure		36	1	
				FUEL					
			<u>2,157.98</u>						
6460	12/05/24	PACEA005 PACE ANALYTICAL SERVICES, INC.							327
V5-00363	1	2430571327	20.90	501-4-44000-3140	Expenditure		17	1	
				TESTING SERVICES					
6461	12/05/24	PRECI005 PRECISION DOORS & HARDWARE							327
V5-00351	1	NEW KEY FOR NEW WATER PLANT DO	800.00	501-4-44000-6007	Expenditure		1	1	
				REPAIR & MAINT. SUPPLIES					
6462	12/05/24	PYLES005 PYLE SOLUTIONS, LLC.							327
V5-00369	1	BIO BOM	2,802.80	502-4-45000-6007	Expenditure		22	1	
				REPAIR & MAINT. SUPPLIES					
6463	12/05/24	SOUTH015 SOUTHERN COPIER							327
V5-00354	1	COLOR COPIES	8.50	100-4-31100-6001	Expenditure		9	1	
				OFFICE SUPPLIES					
6464	12/05/24	SUPPL005 THE SUPPLY ROOM							327
V5-00366	1	JARED - COUNCIL	14.60	100-4-12420-6001	Expenditure		20	1	
				OFFICE SUPPLIES					

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						
6465	12/05/24	TIGER005 TIGER FUEL CO.							327
V5-00359	1	DIESEL AND PROPANE	1,291.60	100-4-43200-6008	Expenditure		12		1
				FUEL					
V5-00359	2	DIESEL AND PROPANE	437.74	100-4-43200-5110	Expenditure		13		1
				HEATING SERVICES					
			<u>1,729.34</u>						
6466	12/05/24	VERIZ005 VERIZON							327
V5-00365	1	11/25-12/24	39.99	100-4-43200-5230	Expenditure		19		1
				TELECOMMUNICATION					
6467	12/06/24	FLEXS005 FLEX STAGE							328
V5-00373	1	STAGE FINAL PAYMENT	425.00	100-4-31100-5700	Expenditure		1		1
				EVENTS					
6468	12/12/24	ALLIA005 ALLIANCE VEHICLE SOLUTIONS LLC							330
V5-00380	1	22 TAHOE	6,014.31	100-4-31100-8005	Expenditure		8		1
				VEHICLES/EQUIPMENT					
6469	12/12/24	APPAL005 APPALACHIAN POWER							330
V5-00381	1	STREET LIGHTS TO 11/30/2024	2,541.88	100-4-41320-5100	Expenditure		9		1
				STREETLIGHTS					
6470	12/12/24	C-000007 20 FINGERS MOTO LLC							330
25-00026	1	CUSTOMER REFUND B0000290	2,106.10	019-0-29900-0000	G/L		2		1
				FUND BALANCE' C'					
6471	12/12/24	COLUM005 COLUMN SOFTWARE PBC							330
V5-00378	1	PLANNING NOTICE	610.12	100-4-81100-3600	Expenditure		6		1
				ADVERTISING					
6472	12/12/24	JOSEP005 JOSEPH CUNDIFF							330
V5-00374	1	PONCHO REIMBURSEMENT	21.06	100-4-43200-6011	Expenditure		3		1
				UNIFORMS					
6473	12/12/24	MARIE005 MARIE DAVIS-WOODSON							330
V5-00389	1	APP REFUND	39.99	100-4-12110-5000	Expenditure		15		1
				CONTINGENCY REQUIREMENT					
6474	12/12/24	PACEA005 PACE ANALYTICAL SERVICES, INC.							330
V5-00383	1	2430572865	204.30	502-4-44000-3140	Expenditure		10		1
				TESTING SERVICES					
V5-00384	1	2430572381	204.30	502-4-44000-3140	Expenditure		11		1
				TESTING SERVICES					
V5-00385	1	2430572246	224.00	502-4-44000-3140	Expenditure		12		1
				TESTING SERVICES					
			<u>632.60</u>						
6475	12/12/24	PETER005 PETERS MACHINE & WELDING							330
V5-00386	1	PLATE	165.00	501-4-44000-8005	Expenditure		13		1
				EQUIPMENT					

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									
6475		PETERS MACHINE & WELDING							
V5-00386	2	PLATE	165.00	502-4-44000-8005	Expenditure		14	1	
				VEHICLES					
			<u>330.00</u>						
6476	12/12/24	SANDS005 SANDS ANDERSON PC					330		
V5-00377	1	NOV 24 SERVICES	4,424.00	100-4-12110-3150	Expenditure		5	1	
				PROFESSIONAL SVCS					
6477	12/12/24	TMOBI005 T-MOBILE					330		
V5-00375	1	10/14-11/14/2024	379.14	100-4-31100-5230	Expenditure		4	1	
				TELECOMMUNICATIONS					
6478	12/12/24	U-000010 PIGG, RYAN					330		
25-00025	1	UTILITY REFUND Water	190.99	501-3-16080-0015	Revenue		1	1	
				PREPAY UTILITIES					
6479	12/12/24	VERIZ005 VERIZON					330		
V5-00379	1	11/2-12/01	200.52	501-4-44000-5230	Expenditure		7	1	
				TELECOMMUNICATIONS					
6480	12/12/24	VRA00005 VIRGINIA RESOURCES AUTHORITY					330		
V5-00390	1	LOAN PAYMENTS	20,735.93	501-4-95000-9004	Expenditure		16	1	
				MAINSTREET W/L PRINCIPLE					
V5-00390	2	LOAN PAYMENTS	40,739.91	501-4-95000-9005	Expenditure		17	1	
				MAINSTREET W/L INTEREST					
V5-00390	3	LOAN PAYMENTS	46,209.12	501-4-95000-9008	Expenditure		18	1	
				WATER PLANT UPGRADES PRINCIPLES					
V5-00390	4	LOAN PAYMENTS	41,214.97	501-4-95000-9009	Expenditure		19	1	
				WATER PLANT UPGRADES INTEREST					
V5-00390	5	LOAN PAYMENTS	8,795.36	501-4-95000-9000	Expenditure		20	1	
				60W W/L PRINCIPLE					
V5-00390	6	LOAN PAYMENTS	5,726.60	501-4-95000-9001	Expenditure		21	1	
				60W W/L INTEREST					
			<u>163,421.89</u>						
6481	12/20/24	BBTBA005 TRUIST BANK					331		
V5-00400	1	USPS ZONING MAILING SM	39.34	100-4-12110-5210	Expenditure		8	1	
				POSTAGE					
V5-00400	2	COUCIL GIFTS SM	1,009.82	100-4-12110-5000	Expenditure		9	1	
				CONTINGENCY REQUIREMENT					
V5-00400	3	VML SM	192.19	100-4-12110-5810	Expenditure		10	1	
				DUES & MEMBERSHIPS					
V5-00400	4	OMNI SM	67.67	100-4-12110-5501	Expenditure		11	1	
				TRAVEL-MILAGE/HOTEL/CONFERENCE					
V5-00400	5	FRAME SM	27.37	100-4-12110-5000	Expenditure		12	1	
				CONTINGENCY REQUIREMENT					
V5-00400	6	ADOBE SM	12.99	100-4-12510-6002	Expenditure		13	1	
				I.T. SUPPLIES					
V5-00400	7	BEEN VERIFIED TM	22.86	100-4-12420-3150	Expenditure		14	1	
				PROFESSIONAL SVCS					

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 Continued							
6481	TRUIST BANK	Continued					
V5-00400	8	AMAZON PARADE TM	481.71	100-4-12110-5000	Expenditure		15 1
				CONTINGENCY REQUIREMENT			
V5-00400	9	WASABI TM	23.78	100-4-12510-3150	Expenditure		16 1
				I.T. SERVICES			
V5-00400	10	AMAZON TM	17.94	100-4-12510-6002	Expenditure		17 1
				I.T. SUPPLIES			
V5-00400	11	AMHERST CO BUILDING CT	33.02	100-4-43200-6007	Expenditure		18 1
				REPAIR & MAINT. SUPPLIES			
V5-00400	12	USPS - TEST MAILING GW	1,334.95	501-4-44000-5210	Expenditure		19 1
				POSTAGE			
V5-00400	13	PSI SERVICEDS GW	126.00	501-4-44000-5501	Expenditure		20 1
				TRAVEL-MILEAGE/HOTEL/CONFERENCE			
V5-00400	14	FOOD LION GW	31.50	502-4-44000-6004	Expenditure		21 1
				LAB SUPPLIES			
V5-00400	15	LOWES GS	159.00	501-4-44000-6007	Expenditure		22 1
				REPAIR & MAINT. SUPPLIES			
V5-00400	16	LOWES GS	251.02	502-4-44000-6007	Expenditure		23 1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.			
V5-00400	17	THINGS REM MARK - VH	161.10	100-4-12110-5000	Expenditure		24 1
				CONTINGENCY REQUIREMENT			
V5-00400	18	NAME BADGE VHJ	114.70	100-4-12420-6001	Expenditure		25 1
				OFFICE SUPPLIES			
V5-00400	19	VISA PRINT VH	132.66	100-4-12420-6001	Expenditure		26 1
				OFFICE SUPPLIES			
V5-00400	20	ZOOM VH	50.40	100-4-12510-3150	Expenditure		27 1
				I.T. SERVICES			
			<u>4,290.02</u>				
6482	12/20/24	GFLN005 GFL ENVIRONMENTAL					331
V5-00399	1	12-1-12/31	11,092.00	514-4-43200-3160	Expenditure		6 1
				COLLECTION IN-TOWN			
V5-00399	2	12-1-12/31	1,541.08	514-4-43200-3170	Expenditure		7 1
				COLLECTION OUT OF TOWN			
			<u>12,633.08</u>				
6483	12/20/24	INSIT005 INSITUFORM TECHNOLOGIES, LLC					331
V5-00392	1	WASTE WATER PAYMENT 15	170,775.00	502-4-94000-8000	Expenditure		4 1
				SLIPLINING PROJECT			
6484	12/20/24	MALLO005 MALLOY FORD CHARLOTTESVILLE					331
V5-00393	1	SUSPENSION	390.10	100-4-31100-6009	Expenditure		5 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
6485	12/20/24	MANSF005 MANSFIELD OIL COMPANY					331
V5-00391	1	11/16-11/30	521.00	100-4-31100-6008	Expenditure		1 1
				FUEL			
V5-00391	2	11/16-11/30	179.69	100-4-43200-6008	Expenditure		2 1
				FUEL			

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									
6485	MANSFIELD	OIL COMPANY							
V5-00391	3	11/16-11/30	175.04	502-4-44000-6008	Expenditure			3	1
				FUEL/OIL					
			<u>875.73</u>						
6486	12/31/24	AMERI005 AMERICAN FIDELITY ASSURANCE CO							333
25-00028	1	DECEMBER 24 CHECK PAYMENTS	151.12	100-2-21500-0000	G/L			1	1
				AMERICAN FIDELITY DISABILITY W/HOLDING					
25-00028	2	DECEMBER 24 CHECK PAYMENTS	5.68	100-2-21600-0000	G/L			2	1
				CANCER W/HOLDING					
25-00028	3	DECEMBER 24 CHECK PAYMENTS	169.72	100-2-21950-0000	G/L			3	1
				AMERICAN FIDELITY LIFE W/HOLDING					
25-00028	4	DECEMBER 24 CHECK PAYMENTS	57.84	501-2-21500-0000	G/L			4	1
				AMERICAN FIDELITY DISABILITY W/HOLDING					
25-00028	5	DECEMBER 24 CHECK PAYMENTS	30.42	501-2-21600-0000	G/L			5	1
				CANCER W/HOLDING					
25-00028	6	DECEMBER 24 CHECK PAYMENTS	57.84	502-2-21500-0000	G/L			6	1
				AMERICAN DISABILITY W/HOLDING					
25-00028	7	DECEMBER 24 CHECK PAYMENTS	30.42	502-2-21600-0000	G/L			7	1
				CANCER W/HOLDING					
25-00028	8	DECEMBER 24 CHECK PAYMENTS	65.72	502-2-21950-0000	G/L			8	1
				AMERICAN FIDELITY LIFE W/HOLDING					
			<u>568.76</u>						
6487	12/31/24	APPAL005 APPALACHIAN POWER							333
V5-00413	1	ELEC TO 12152024	1,011.61	100-4-43200-5100	Expenditure			23	1
				ELECTRIC					
V5-00413	2	ELEC TO 12152024	6,634.54	501-4-44000-5100	Expenditure			24	1
				ELECTRICAL SVCS					
V5-00413	3	ELEC TO 12152024	6,415.50	502-4-44000-5100	Expenditure			25	1
				ELECTRICAL SVCS-RUT CRK					
V5-00413	4	ELEC TO 12152024	284.15	502-4-44000-5130	Expenditure			26	1
				ELECTRICAL SVCS-PUMP STATION					
V5-00413	5	ELEC TO 12152024	378.67	100-4-41320-5100	Expenditure			27	1
				STREETLIGHTS					
V5-00413	6	ELEC TO 12152024	34.31	701-4-81500-5100	Expenditure			28	1
				ELECTRICAL SERV.					
			<u>14,758.78</u>						
6488	12/31/24	CENTV010 CENTRAL VIRGINIA CRIMINAL							333
V5-00411	1	KIRKLAND	595.00	100-4-31100-6011	Expenditure			22	1
				UNIFORMS					
6489	12/31/24	CONSO005 CONSOLIDATED PIPE & SUPPLY							333
V5-00402	1	LABOR	31,955.50	501-4-94000-8002	Expenditure			11	1
				WATER TREATMENT PLANT IMPROVEMENTS					
6490	12/31/24	DEPAR005 DEPARTMENT OF MOTOR VEHICLES							333
V5-00410	1	NOV. STOP REMOVALS	150.00	100-4-12420-3009	Expenditure			21	1
				DMV STOPS					

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									
6491	12/31/24	MANSF005 MANSFIELD OIL COMPANY							333
V5-00409	1	12/1-12/15	610.17	100-4-31100-6008 FUEL	Expenditure		18		1
V5-00409	2	12/1-12/15	424.44	100-4-43200-6008 FUEL	Expenditure		19		1
V5-00409	3	12/1-12/15	56.29	502-4-44000-6008 FUEL/OIL	Expenditure		20		1
			<u>1,090.90</u>						
6492	12/31/24	MINNE005 MINNESOTA LIFE							333
25-00029	1	DECEMBER 24 CHECK PAYMENTS	0.44	501-2-21550-0000 OPT LIFE INS. W/HOLDING	G/L		9		1
25-00029	2	DECEMBER 24 CHECK PAYMENTS	58.76	502-2-21550-0000 OPT LIFE INS. W/HOLDING	G/L		10		1
			<u>59.20</u>						
6493	12/31/24	PACEA005 PACE ANALYTICAL SERVICES, INC.							333
V5-00416	1	2430575830	58.20	501-4-44000-3140 TESTING SERVICES	Expenditure		29		1
V5-00417	1	2430576163	20.90	501-4-44000-3140 TESTING SERVICES	Expenditure		30		1
V5-00418	1	2430576228	204.30	502-4-44000-3140 TESTING SERVICES	Expenditure		31		1
V5-00419	1	2430576551	210.10	502-4-44000-3140 TESTING SERVICES	Expenditure		32		1
V5-00420	1	2430574066	224.00	502-4-44000-3140 TESTING SERVICES	Expenditure		33		1
			<u>717.50</u>						
6494	12/31/24	POSTM005 POSTMASTER, AMHERST							333
V5-00406	1	DECEMBER BILL MAILING	340.55	501-4-12420-5210 POSTAGE	Expenditure		14		1
V5-00406	2	DECEMBER BILL MAILING	340.55	502-4-12420-5210 POSTAGE	Expenditure		15		1
			<u>681.10</u>						
6495	12/31/24	SUPPL005 THE SUPPLY ROOM							333
V5-00404	1	TRASH BAGS	94.96	100-4-43200-6005 JANITORIAL SUPPLIES	Expenditure		13		1
V5-00408	1	NOTEBOOKS- ALI	19.98	100-4-31100-6001 OFFICE SUPPLIES	Expenditure		17		1
V5-00421	1	OFFICE SUPPLIES	153.66	100-4-12420-6001 OFFICE SUPPLIES	Expenditure		34		1
			<u>268.60</u>						
6496	12/31/24	TMOBI005 T-MOBILE							333
V5-00422	1	11/15-12/14	147.84	100-4-43200-5230 TELECOMMUNICATION	Expenditure		35		1
6497	12/31/24	UNITE010 UNITED RENTALS, INC.							333
V5-00403	1	BOOM	798.94	100-4-43200-5410 LEASE OF EQUIPMENT	Expenditure		12		1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
GENERAL		FIRST NATION MAIN CHECKING	Continued						
6498	12/31/24	VERIZ005 VERIZON					333		
V5-00407	1	12/25-1/24	39.99	100-4-43200-5230	Expenditure		16	1	
				TELECOMMUNICATION					
Checking Account Totals									
		Paid	Void	Amount Paid	Amount	Void			
		Checks: 48	0	684,052.70		0.00			
		Direct Deposit: 0	0	0.00		0.00			
		Total: 48	0	684,052.70		0.00			
GENERAL-ACH		VENDOR ACH PAYMENTS							
114	12/05/24	ANTW005 BENCHMARK SYSTEMS, INC.		Direct Deposit			326		
V5-00367	1	PROCARE 11302024	438.75	100-4-12510-3150	Expenditure		1	1	
				I.T. SERVICES					
115	12/05/24	CMCSU005 CMC SUPPLY, INC.		Direct Deposit			326		
V5-00357	1	CLAMP	158.36	501-4-45000-6007	Expenditure		2	1	
				REPAIR & MAINT. SUPPLIES					
V5-00358	1	ADAPTER	493.60	501-4-45000-6007	Expenditure		3	1	
				REPAIR & MAINT. SUPPLIES					
			<u>651.96</u>						
116	12/12/24	ANTW005 BENCHMARK SYSTEMS, INC.		Direct Deposit			329		
V5-00382	1	EMAIL TRANSFER	552.00	100-4-12510-5600	Expenditure		3	1	
				MICROSOFT OFFICE SERVICE					
117	12/12/24	FISHE005 FISHER AUTO PARTS, INC		Direct Deposit			329		
V5-00376	1	NOVEMBER STATEMENT	5.89	100-4-43200-6009	Expenditure		1	1	
				VEHICLE/POWER EQUIPMENT SUPPLIES					
V5-00376	2	NOVEMBER STATEMENT	124.95	501-4-44000-6009	Expenditure		2	1	
				VEHICLE & EQUIP SUPPLIES					
			<u>130.84</u>						
118	12/12/24	VAASS005 VA ASSOC OF WASTEWATER AGENCIE		Direct Deposit			329		
V5-00388	1	FY25Q2	78.40	502-4-44000-5810	Expenditure		4	1	
				DUES & MEMBERSHIPS					
119	12/20/24	ANTW005 BENCHMARK SYSTEMS, INC.		Direct Deposit			332		
V5-00397	1	MICRO 12182024	867.60	100-4-12510-5600	Expenditure		3	1	
				MICROSOFT OFFICE SERVICE					
120	12/20/24	KRUGE005 KRUGER		Direct Deposit			332		
V5-00398	1	DISC FILTER PANELS	6,595.43	502-4-44000-6007	Expenditure		2	1	
				REPAIR & MAINT. SUPPLIES-RUT. CRK.					
121	12/20/24	POINT005 POINT SOURCE AUDIO, INC.		Direct Deposit			332		
V5-00394	1	COUNCIL AUDIO	185.00	100-4-12510-3150	Expenditure		6	1	
				I.T. SERVICES					
122	12/20/24	WWASS005 WW ASSOCIATES		Direct Deposit			332		
V5-00395	1	RETAINER	250.00	502-4-44000-3150	Expenditure		4	1	
				PROFESSIONAL SVCS					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
GENERAL-ACH VENDOR ACH PAYMENTS			Continued						
122 WW ASSOCIATES			Continued						
V5-00395	2	RETAINER	250.00	501-4-44000-3150	Expenditure			5	1
				PROFESSIONAL SVCS					
V5-00396	1	SCADA	2,500.00	502-4-94000-8002	Expenditure			1	1
				WWTP CENTRIFUGE					
			<u>3,000.00</u>						
Checking Account Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount</u>	<u>Void</u>		
		Checks:	0	0	0.00		0.00		
		Direct Deposit:	9	0	12,499.98		0.00		
		Total:	<u>9</u>	<u>0</u>	<u>12,499.98</u>		<u>0.00</u>		
Report Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount</u>	<u>Void</u>		
		Checks:	48	0	684,052.70		0.00		
		Direct Deposit:	9	0	12,499.98		0.00		
		Total:	<u>57</u>	<u>0</u>	<u>696,552.68</u>		<u>0.00</u>		

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
TREASURER FUND	5-019	0.00	0.00	2,106.10	2,106.10
GENERAL FUND	5-100	30,200.84	0.00	326.52	30,527.36
WATER FUND	5-501	446,049.27	190.99	88.70	446,328.96
SEWER FUND	5-502	204,710.13	0.00	212.74	204,922.87
GARBAGE FUND	5-514	12,633.08	0.00	0.00	12,633.08
IDA FUND	5-701	34.31	0.00	0.00	34.31
Total of All Funds:		<u>693,627.63</u>	<u>190.99</u>	<u>2,734.06</u>	<u>696,552.68</u>

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
TREASURER FUND	019	0.00	0.00	2,106.10	2,106.10
GENERAL FUND	100	30,200.84	0.00	326.52	30,527.36
WATER FUND	501	446,049.27	190.99	88.70	446,328.96
SEWER FUND	502	204,710.13	0.00	212.74	204,922.87
GARBAGE FUND	514	12,633.08	0.00	0.00	12,633.08
IDA FUND	701	34.31	0.00	0.00	34.31
Total of All Funds:		<u>693,627.63</u>	<u>190.99</u>	<u>2,734.06</u>	<u>696,552.68</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	5-100	30,200.84	0.00	0.00	0.00	30,200.84
WATER FUND	5-501	446,049.27	0.00	0.00	0.00	446,049.27
SEWER FUND	5-502	204,710.13	0.00	0.00	0.00	204,710.13
GARBAGE FUND	5-514	12,633.08	0.00	0.00	0.00	12,633.08
IDA FUND	5-701	34.31	0.00	0.00	0.00	34.31
Total of All Funds:		<u>693,627.63</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>693,627.63</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	Develop Recreational Facilities and Entertainment Venues	1.a	Define the purpose and events in Downtown, Evaluate Town Square Concept (sites, purpose, etc.), including investigation of purchase of land (10 acres on North Main-Presbyterian Church), car wash property, all options, addresses Parks and 2022 Vision Survey, Town Clock
		1.b	Community Relations Committee expand /create a broad group of people; main street businesses, all others
		1.c	Signage/Promotion/for Scotts Mill Park (passive park)
<p>Actions Taken:</p> <ul style="list-style-type: none"> • Staff proposed funding in the budget for land purchase. • Staff proposed additional funding for the First Responders event next year and secured donations for this year to have the biggest event thus far. • Signs have been installed at the park, and the name sign is ready for unveiling. • Bike racks have been purchased and installed at Town Hall and at the mini park. • Staff has begun research on Town clock options and exploring best option for location. • Planning Commission has held a public hearing and recommended approval of a Comprehensive Plan amendment to allow a conservation easement for the 22 acre park parcel. • The Planning Commission made a determination of substantial accord for the park property and has forwarded that to the Council for consideration. • Council declined the conservation easement. • The County has accepted the conservation easement and land donation for the Ambler property. • Staff is awaiting further direction from Council. • Maintenance staff has added swings and a “Free Little Library” (with the help of John Vandervele) to Old Mill Park. They have been happily used. • Staff met with the School Superintendent and staff to consider options for grant funding that would provide stream bank stabilization, possible creek access, and tree planting for Old Mill Park. • The Council has approved a lease with the Amherst Mountain Biking Club for additional multi-use trails for Brockman Park. 			
2	Promote Business and Economic Development	2.a	Update from EDA to promote industry at the Industrial Park
		2.b	Explore creation of one pad ready site and have ready by end of two years
		2.c	Evaluate business license tax/revenue

		2.d	Joint Goals and Strategies Meeting with EDA members (guidance on path forward for Economic Development in Town)
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Actions Taken:

- Staff has met with the new engineers to follow up on the grading plans. Staff has worked with the engineers to respond to DEQ comments. Staff has provided additional information related to existing stormwater facilities at Brockman. The revised plans will have phasing in place to allow the plans to be approved by DEQ. Staff has received comments on the second submission and will work with the engineering firm to have a resubmittal to DEQ. After three submittals, the contract has been completed and there are no sites that have approved plans. Staff presented options for the EDA’s consideration for next steps.
- 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, which Council has accepted.
- The EDA has met with the Amherst Mountain Biking Club and is going to consider a proposal from them for additional bike trail locations at Brockman Industrial Park. The AMBC does intend to retain the trails that are accessed from the WWTP, as they have already been constructed and are regularly used. The Mountain Biking Club is attending the EDA meeting on October 7 to review their proposal.
- The EDA recommends approval of the AMBC proposal, and public hearings have been set by the Planning Commission and Town Council to complete the substantial accord process and the lease process.

3	Revitalize Downtown Area		
		4.a	Investigate other towns on beautification and revitalization projects
		4.b	Investigate grants for underground lighting, new brick, trees, street lamps, greenery
		4.c	Coordinate with VDOT on sidewalk widening
		4.d	Evaluate tax incentives for beautification efforts
		4.e	See 2.d
		4.d	Explore parking space elimination to extend more public space

Action Taken:

- 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.
- The Mayor and Manager met with several VDOT staff members to review options for walkability

improvements in Town.

- Staff has three options for additional proposals to the community and VDOT for improving walkability and appearance in the Town. Council requested that this be considered at a future work session.
- Staff anticipates responses from VDOT regarding our meeting with them on crosswalks and pedestrian improvements in the early fall.
- Staff is providing an update on VDOT’s proposed options for improvements for pedestrian access at the traffic circle and along Second Street.

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



DECEMBER 2024 MONTHLY REPORT

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	11
ALARM	6
PHONE COMPLAINT	87
BOLO	6
MISSING PERSON / RUNAWAY	
LARCENY	
PROBLEM WITH OTHERS	4
DOMESTIC VIOLENCE	
CHECK WELFARE	5
NOISE OR ANIMAL COMP.	5
TRAFFIC CRASH	7
FIRE / EMS CALLS	2
DEATH INVESTIGATION	
SUSPICIOUS PERSON	7
OTHER	10
CALLS AT AMBRIAR	10

OFFICER INITIATED	NUMBER
BUILDING CHECKS	31
BUSINESS VISIT	94
BUILDING SEARCH	1
PROPERTY WALK AROUNDS	12
EXTRA PATROLS / PARKS	167
SEARCH WARRANT	
TRAFFIC SUMMONS	4
WARRANT SERVICE	1
WARRANTS OBTAINED	
PARKING TICKETS	
MISD. INVESTIGATION	1
FELONY INVESTIGATION	
NARCOTICS INVESTIGATION	2
TOWN INITIATED K9 DEPLOYMENT	1
IN TOWN COMMUNITY POLICING	4
CITIZEN CONTACT	297

TRAFFIC WARNINGS	NUMBER
SPEEDING	3
EQUIPMENT VIOLATION	2
RECKLESS DRIVING	1
SUSPENDED LICENSE	
INSPECTION / REGISTRATION	
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	2

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

OTHER	NUMBER
ASSIST OTHER OFFICER	
ASSIST OTHER AGENCY	5
COURT	
REPORTS	3
CAREER DEVELOPMENT / IN-SERVICE	1
MEETINGS	4
TOWED / IMPOUNDED VEH	

ARREST	NUMBER
MISDEMEANOR	2
FELONY	3
EPO / PPO	2
ECO	3
NARCOTICS VIOLATION	
DUI / DUID	
DRUNK IN PUBLIC	



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 DECEMBER 2024 ACTIVITIES:

215 calls for service.

12/06/2024 Christmas Parade

The Toy Drive was completed, and the items were delivered to Social Services on December 11th by Chief Watts, Captain Robinson and Mrs. Gaines.

12/11/2024- Captain Robinson Attended the Council Meeting.

12/18/2024- Chief Watts and Captain Robinson attended the Academy Graduation for Officer Kirkland that successfully passed.

12/19/2024- Officer Kirkland started Field Training.

12/19/2024- Chief Watts attended the post parade meeting.

12/19/2024- Chief Watts attended a FOIA training session at the Sheriff's Office.

12/20/2024- Chief Watts attended the CIP meeting.

12/25/2024- Chief Watts and Captain Robinson covered shifts for Officers.



AFTER HOURS CALLS

12/01/2024	Hangup 911	Loch Lane	No Contact
12/10/2024	Alarm	Ambriar	Building Secure
12/14/2024	Alarm	South Main	Building Secure
12/18/2024	Alarm	South Main	Building Secure
12/24/2024	Phone Call	Brockman Park	Advice
12/31/2024	Prowler	Church St	Nothing Found

ASSIST COUNTY CALLS

12/19/2024- Chief Watts and Officer Kirkland assisted with a hit and run and possible stolen car.

12/19/2024- Chief Watts and Officer Kirkland assisted with a possible B&E and building search.

12/19/2024- Chief Watts and Officer Kirkland assisted with a mental health subject.



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: January 3, 2025
Re: December Monthly Report

Utilities:

- December 2024 utility billing total was \$190,564.57. Please remember this month was an estimate read.
- There were six disconnects for December 2024.
- Seven 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.
- Our Automated Meter Reading project is over 50% complete at this time. We have ran into the issue of running out of meters that were in stock, which has slowed down the progress of the project. I was told that meters should be here the beginning of January. I will follow up on that at the Council meeting.

Accounts Payable:

- The total amount of checks cut for August bills, including payroll deductions was \$696,552.68. The majority of this amount is contributed to water and sewer expense.
- Please see attached report for full check listing.

Meals and Beverage Tax:

- 16 Businesses paid \$61,188.56 in Meals and Beverage Tax for the month of November 2024.

Revenue and Expense Report:

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

Vehicle License Tax:

- Vehicle License Tax bills were mailed out on October 11, 2024. Payments were due by December 5th. If anyone does not receive a bill and knows they should, please call Town Hall and let us know. Citizens are responsible for payment regardless of receiving a bill in the mail.

Late notices have already been mailed out. Anyone that still has a balance as of February 1st, 2025, we will start collection procedures.

Town of Amherst
Statement of Revenue and Expenditures - Standard

Revenue Account Range: First to zzz-z-zzzzzz-zzzz **Include Non-Anticipated:** Yes **Year To Date As Of:** 12/31/24
Expend Account Range: First to zzz-z-zzzzzz-zzzz **Include Non-Budget:** Yes **Current Period:** 12/01/24 to 12/31/24
Print Zero YTD Activity: No **Prior Year:** 12/01/23 to 12/31/23

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
100-3-11030-0001	PERSONAL PROPERTY TAX-CURRENT	0.00	0.00	0.00	675.00	675.00	0
100-3-11030-0002	PERSONAL PROPERTY TAX-DELINQUENT	0.00	0.00	0.00	0.66	0.66	0
11030 Total		0.00	0.00	0.00	675.66	675.66	0
100-3-11060-0002	INTEREST ON DEL TAXES	26.84	0.00	29.88	174.96	174.96	0
100-3-12010-0001	LOCAL SALES & USE TAX	13,366.11	168,000.00	14,371.52	86,367.85	81,632.15-	51
100-3-12020-0001	CONSUMER UTILITY TAX-GAS, ELEC	2,094.57	25,000.00	2,087.16	12,981.41	12,018.59-	52
100-3-12020-0002	ELECTRIC CONSUMPTION TAX	1,251.05	15,000.00	1,116.39	6,775.87	8,224.13-	45
12020 Total		3,345.62	40,000.00	3,203.55	19,757.28	20,242.72-	49
100-3-12030-0006	BUSINESS LICENSE TAX	61.71	180,000.00	1,570.69	12,265.88	167,734.12-	7
100-3-12030-0007	BUSINESS LIC TAX-INTEREST & PEN	143.38	4,000.00	0.00	2,753.19	1,246.81-	69
12030 Total		205.09	184,000.00	1,570.69	15,019.07	168,980.93-	8
100-3-12050-0001	MOTOR VEHICLE LICENSES	133.00-	42,000.00	456.00-	42,032.00	32.00	100
100-3-12050-0002	MOTOR VEHICLE LICENSES PENALTIES/INTE	26.99	500.00	41.08	275.79	224.21-	55
12050 Total		106.01-	42,500.00	414.92-	42,307.79	192.21-	99
100-3-12060-0001	BANK STOCK FEE	0.00	65,000.00	0.00	0.00	65,000.00-	0
100-3-12080-0001	CIGARETTE TAX	0.00	30,000.00	3,000.00	24,000.00	6,000.00-	80

Town of Amherst
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
100-3-12100-0001	LODGING TAX	1,356.06	20,000.00	927.87	8,870.28	11,129.72-	44
100-3-12110-0001	MEALS TAX	63,363.60	760,000.00	61,437.55	386,192.54	373,807.46-	51
100-3-12110-0002	MEALS TAX-PEN & INTEREST	0.00	600.00	25.93	762.54	162.54	127
	12110 Total	63,363.60	760,600.00	61,463.48	386,955.08	373,644.92-	50
100-3-13030-0007	ZONING PERMITS	0.00	0.00	300.00	900.00	900.00	0
100-3-14010-0001	FINES & FORFEITURES	865.45	12,000.00	453.15	3,740.94	8,259.06-	31
100-3-15010-0001	INTEREST ON BANK DEPOSITS	6,112.60	60,000.00	0.00	18,738.35	41,261.65-	31
100-3-15010-0002	INTEREST ON INVESTMENTS	15,814.89	96,000.00	0.00	52,613.70	43,386.30-	55
100-3-15010-0003	VIP UNREALIZED GAIN/LOSS	22,323.97	20,000.00	0.00	21,050.36	1,050.36	105
	15010 Total	44,251.46	176,000.00	0.00	92,402.41	83,597.59-	52
100-3-15020-0005	TOWER LEASE	0.00	10,859.16	904.93	5,429.58	5,429.58-	50
100-3-16030-0001	POLICE SECURITY	0.00	5,000.00	0.00	0.00	5,000.00-	0
100-3-16150-0003	SALE OF BANNERS	0.00	0.00	0.00	500.00	500.00	0
100-3-18030-0001	REFUNDS	280.00	5,544.00	950.92	3,366.38	2,177.62-	61
100-3-18030-0005	RETURNED CHECK FEE	100.00	500.00	150.00	650.00	150.00	130
100-3-18030-0006	ACCIDENT REPORTS	30.00	300.00	10.00	105.00	195.00-	35
100-3-18030-0007	MISC REV	0.00	0.00	733.43	14,690.48	14,690.48	0
100-3-18030-0008	COLLECTION FEE	127.28	2,000.00	0.42	198.77	1,801.23-	10
	18030 Total	537.28	8,344.00	1,844.77	19,010.63	10,666.63	227

Town of Amherst
Statement of Revenue and Expenditures

01/03/2025
11:05 AM

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
100-3-18990-0003	DONATIONS-POLICE	210.00	0.00	1,938.00	2,006.00	2,006.00	0
100-3-18990-0005	SALE OF SALVAGE/SURPLUS PROPERTY	0.00	0.00	0.00	1,559.15	1,559.15	0
	18990 Total	210.00	0.00	1,938.00	3,565.15	3,565.15	0
100-3-19020-0005	DMV STOP FEES	127.55	2,000.00	180.08	1,179.09	820.91-	59
100-3-22010-0007	ROLLING STOCK TAX	0.00	2,600.00	0.00	2,879.17	279.17	111
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	208.48	2,200.00	0.00	869.89	1,330.11-	40
100-3-22010-0030	COMMUNICATION TAX FROM STATE	5,662.03	66,000.00	5,594.50	27,217.07	38,782.93-	41
	22010 Total	5,870.51	88,255.92	5,594.50	48,422.05	39,833.87-	54
100-3-24010-0001	DCJS GRANTS	0.00	0.00	0.00	3,769.19	3,769.19	0
100-3-24010-0003	STATE POLICE AID	17,003.00	64,664.00	0.00	35,224.00	29,440.00-	54
	24010 Total	17,003.00	64,664.00	0.00	38,993.19	25,670.81-	60
100-3-24020-0001	FIRE PROGRAM GRANT	15,000.00	15,000.00	15,000.00	15,000.00	0.00	100
100-3-33010-0009	DCJS FEDERAL JUSTICE FUNDS	0.00	0.00	0.00	3,342.00	3,342.00	0
100-3-41020-0001	SALE OF LAND/VEHICLES/BUILDINGS	100.00	0.00	0.00	500.00	500.00	0
100-3-42000-0000	RESERVE	0.00	11,274.73	0.00	0.00	11,274.73-	0
	GENERAL FUND Revenue Totals	165,522.56	1,703,497.81	110,367.50	817,113.01	886,384.80-	47

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
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	800.00	5,475.00	5,925.00	48
100-4-11010-2100	FICA	72.70	872.10	61.22	418.98	453.12	48
100-4-11010-5501	TRAVEL-MILAGE/HOTELS/CONFERENCE	315.51	6,000.00	0.00	1,615.75	4,384.25	27
	11010 TOWN COUNCIL	1,338.21	18,272.10	861.22	7,509.73	10,762.37	41

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	4,005.54	45,449.80	4,451.56	29,351.38	16,098.42	65
100-4-12110-1300	PT WAGES	3,172.74	43,627.09	3,355.52	21,719.49	21,907.60	50
100-4-12110-2100	FICA	557.35	6,814.38	606.32	3,961.95	2,852.43	58
100-4-12110-2200	VRS	1,043.60	10,921.59	1,190.44	7,222.59	3,699.00	66
100-4-12110-2300	HEALTH INSURANCE	662.83	6,390.38	725.53	4,353.43	2,036.95	68
100-4-12110-2400	GROUP LIFE INSURANCE	58.31	536.31	57.60	344.04	192.27	64
100-4-12110-2500	STD/LONG-TERM DISABILITY	24.08	239.97	0.00	101.88	138.09	42
100-4-12110-2600	UNEMPLOYMENT INSURANCE	0.00	20.00	0.00	0.00	20.00	0
100-4-12110-2700	WORKER'S COMP	0.00	131.80	0.00	0.00	131.80	0
100-4-12110-3150	PROFESSIONAL SVCS	196.68	4,000.00	4,424.00	15,706.98	11,706.98-	393
100-4-12110-3600	ADVERTISING	131.49	2,500.00	0.00	193.91	2,306.09	8
100-4-12110-5000	CONTINGENCY REQUIREMENT	3,251.94	51,000.00	1,719.99	10,020.74	40,979.26	20
100-4-12110-5210	POSTAGE	275.00	400.00	39.34	83.82	316.18	21
100-4-12110-5230	TELECOMMUNICATIONS	45.00	1,080.00	90.00	540.00	540.00	50
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	334.11	3,500.00	67.67	2,001.24	1,498.76	57
100-4-12110-5810	DUES & MEMBERSHIPS	0.00	2,500.00	192.19	567.19	1,932.81	23
	12110 TOWN MANAGER	13,758.67	181,336.32	16,920.16	96,168.64	85,167.68	53

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
100-4-12210-3150	TOWN ATTORNEY	4,280.00	28,274.75	0.00	6,111.17	22,163.58	22

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
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	4,094.06	54,869.29	4,370.22	28,384.31	26,484.98	52
100-4-12420-1300	PT WAGES	441.57	5,376.13	387.04	2,272.32	3,103.81	42
100-4-12420-2100	FICA	377.29	4,608.77	394.41	2,525.07	2,083.70	55
100-4-12420-2200	VRS	850.95	11,634.26	1,123.08	6,726.52	4,907.74	58
100-4-12420-2300	HEALTH INSURANCE	1,539.88	10,819.12	1,399.44	8,396.63	2,422.49	78
100-4-12420-2400	GROUP LIFE INSURANCE	67.36	647.46	63.68	381.73	265.73	59
100-4-12420-2500	HYBRID DISABILITY	4.40	55.76	0.00	18.60	37.16	33
100-4-12420-2600	UNEMPLOYMENT INSURANCE	0.00	32.00	0.00	0.00	32.00	0
100-4-12420-2700	WORKER'S COMP	0.00	112.99	0.00	0.00	112.99	0
100-4-12420-3009	DMV STOPS	100.00	2,000.00	150.00	750.00	1,250.00	38
100-4-12420-3150	PROFESSIONAL SVCS	0.00	3,800.00	22.86	46.48	3,753.52	1
100-4-12420-3160	BANKING SERVICE CHARGES	0.00	100.00	0.00	320.64	220.64-	321
100-4-12420-3170	VIP MANAGEMENT FEE	243.19	3,500.00	0.00	1,027.01	2,472.99	29
100-4-12420-3320	SERVICE CONTRACTS	0.00	4,600.00	0.00	4,474.93	125.07	97
100-4-12420-3600	ADVERTISING	0.00	200.00	0.00	174.96	25.04	87
100-4-12420-5000	MISC EXP	0.00	0.00	0.00	100.00	100.00-	0
100-4-12420-5210	POSTAGE	0.00	3,000.00	0.00	1,112.73	1,887.27	37
100-4-12420-5230	TELECOMMUNICATIONS	90.00	1,080.00	90.00	540.00	540.00	50
100-4-12420-5400	TUITION REIMBURSEMENT	2,858.75	1,200.00	0.00	0.00	1,200.00	0
100-4-12420-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	3,000.00	0.00	1,001.29	1,998.71	33
100-4-12420-5810	DUES & MEMBERSHIPS	0.00	520.00	0.00	235.00	285.00	45
100-4-12420-6001	OFFICE SUPPLIES	409.57	4,000.00	415.62	1,099.09	2,900.91	27
	12420 FINANCE DEPARTMENT	11,077.02	115,155.78	8,416.35	59,587.31	55,568.47	52

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
100-4-12510-0000	INFORMATION TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0
100-4-12510-3150	I.T. SERVICES	24.42	15,000.00	697.93	5,106.92	9,893.08	34
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	996.50	10,000.00	1,419.60	3,883.60	6,116.40	39
100-4-12510-5610	TECH CLUB DONATION	0.00	2,000.00	0.00	2,000.00	0.00	100
100-4-12510-6002	I.T. SUPPLIES	12.99	5,000.00	30.93	1,930.51	3,069.49	39
100-4-12510-8001	I.T. EQUIPMENT	0.00	5,000.00	0.00	1,319.00	3,681.00	26
	12510 INFORMATION TECHNOLOGY	1,033.91	38,000.00	2,148.46	14,690.03	23,309.97	39

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	35,979.94	489,307.91	29,589.23	192,023.54	297,284.37	39
100-4-31100-1200	OVERTIME	401.92	9,667.19	352.87	5,709.98	3,957.21	59
100-4-31100-1300	PT WAGES	1,741.17	30,000.00	1,377.60	9,384.48	20,615.52	31
100-4-31100-1400	OTHER PAY/HOLIDAY	2,226.97	15,798.25	1,452.16	5,984.14	9,814.11	38
100-4-31100-1500	SECURITY WAGES	0.00	5,000.00	0.00	0.00	5,000.00	0
100-4-31100-2100	FICA	2,938.28	41,676.89	2,369.11	15,393.35	26,283.54	37
100-4-31100-2200	VRS	6,744.15	101,323.94	6,487.50	38,465.71	62,858.23	38
100-4-31100-2300	HEALTH INSURANCE	5,177.97	83,575.80	5,115.08	30,690.31	52,885.49	37
100-4-31100-2400	GROUP LIFE INSURANCE	511.65	5,773.83	371.72	2,197.55	3,576.28	38
100-4-31100-2500	STD/LONG-TERM DISABILITY	10.33	131.44	0.00	43.72	87.72	33
100-4-31100-2600	UNEMPLOYMENT INSURANCE	0.00	68.73	0.00	0.00	68.73	0
100-4-31100-2700	WORKER'S COMP	0.00	16,356.36	0.00	0.00	16,356.36	0
100-4-31100-2710	LODA INSURANCE	0.00	3,300.00	0.00	0.00	3,300.00	0
100-4-31100-3310	REPAIR & MAINT. SVCS	0.00	2,000.00	0.00	5.98	1,994.02	0
100-4-31100-3320	PROFESSIONAL SERVICES	0.00	8,000.00	0.00	3,375.00	4,625.00	42
100-4-31100-3400	CODE RED	0.00	2,700.00	0.00	0.00	2,700.00	0
100-4-31100-3600	ADVERTISING	0.00	1,200.00	0.00	206.56	993.44	17
100-4-31100-5210	POSTAGE	66.00	500.00	0.00	22.36	477.64	4
100-4-31100-5230	TELECOMMUNICATIONS	290.55	11,640.00	673.05	3,658.98	7,981.02	31
100-4-31100-5305	MOTOR VEHICLE INSURANCE	0.00	2,933.78	0.00	0.00	2,933.78	0
100-4-31100-5306	OTHER PROPERTY INSURANCE	0.00	534.96	0.00	0.00	534.96	0
100-4-31100-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	0.00	8,000.00	0.00	763.70	7,236.30	10
100-4-31100-5700	EVENTS	0.00	15,000.00	425.00	1,127.66	13,872.34	8
100-4-31100-5800	FIRE RANGE FEES	26.95	3,000.00	0.00	80.85	2,919.15	3
100-4-31100-5801	ATTORNEY FEES	0.00	2,000.00	0.00	450.00	1,550.00	22
100-4-31100-5810	DUES & MEMBERSHIP	0.00	6,000.00	0.00	6,396.00	396.00-	107

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
100-4-31100-6001	OFFICE SUPPLIES	219.44	3,000.00	28.48	376.09	2,623.91	13
100-4-31100-6003	CANINE SUPPLIES	0.00	4,500.00	579.56	1,135.92	3,364.08	25
100-4-31100-6008	FUEL	1,386.33	20,000.00	2,355.78	8,227.60	11,772.40	41
100-4-31100-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	20.00	9,000.00	454.60	1,045.75	7,954.25	12
100-4-31100-6010	POLICE SUPPLIES	45.00	20,000.00	0.00	10,496.19	9,503.81	52
100-4-31100-6011	UNIFORMS	43.68	4,000.00	639.84	2,431.70	1,568.30	61
100-4-31100-6030	CRIME PREVENTION	0.00	5,000.00	0.00	781.82	4,218.18	16
100-4-31100-6032	INVESTIGATION EXPENSE	262.00	3,000.00	0.00	129.29	2,870.71	4
100-4-31100-8005	VEHICLES/EQUIPMENT	0.00	70,000.00	6,014.31	74,263.60	4,263.60-	106
	31100 POLICE DEPARTMENT	58,092.33	1,003,989.08	58,285.89	414,867.83	589,121.25	41

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
100-4-32200-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
100-4-32200-5600	FIRE DEPT CONTRIBUTIONS	15,000.00	15,000.00	0.00	0.00	15,000.00	0
100-4-32200-5701	FIRE PROGRAM GRANTS	15,000.00	15,000.00	0.00	0.00	15,000.00	0
	32200 CONTROL	30,000.00	30,000.00	0.00	0.00	30,000.00	0

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
100-4-41320-5100	STREETLIGHTS	2,958.62	34,135.00	2,920.55	13,775.73	20,359.27	40

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	3,693.23	45,631.89	1,967.60	13,396.55	32,235.34	29
100-4-43200-1300	PT WAGES	729.34	16,343.74	603.53	5,911.51	10,432.23	36
100-4-43200-1400	OTHER PAY/HOLIDAY	0.00	392.71	15.36	24.14	368.57	6
100-4-43200-2100	FICA	337.61	4,771.18	198.32	1,481.92	3,289.26	31
100-4-43200-2200	VRS	702.32	10,070.09	482.65	3,029.81	7,040.28	30
100-4-43200-2300	HEALTH INSURANCE	908.64	11,674.40	463.39	2,938.70	8,735.70	25
100-4-43200-2400	GROUP LIFE INSURANCE	55.59	538.46	27.70	173.88	364.58	32
100-4-43200-2500	HYBRID DISABILITY	0.00	105.88	0.00	0.00	105.88	0
100-4-43200-2600	UNEMPLOYMENT INSURANCE	0.00	64.00	0.00	0.00	64.00	0
100-4-43200-2700	WORKER'S COMP	0.00	849.24	0.00	0.00	849.24	0
100-4-43200-5100	ELECTRIC	1,126.84	10,350.00	1,011.61	4,460.45	5,889.55	43
100-4-43200-5110	HEATING SERVICES	550.53	4,000.00	437.74	437.74	3,562.26	11
100-4-43200-5120	WATER/SEWER	237.05	3,720.00	238.55	2,076.07	1,643.93	56
100-4-43200-5230	TELECOMMUNICATION	1,556.34	12,084.00	1,329.76	7,737.19	4,346.81	64
100-4-43200-5304	PROPERTY INSURANCE	0.00	384.01	0.00	0.00	384.01	0
100-4-43200-5305	MOTOR VEHICLE INSURANCE	0.00	1,162.05	0.00	0.00	1,162.05	0
100-4-43200-5306	OTHER PROPERTY INSURANCE	0.00	2,841.13	0.00	0.00	2,841.13	0
100-4-43200-5308	GENERAL LIABILITY INSURANCE	0.00	5,475.00	0.00	0.00	5,475.00	0
100-4-43200-5410	LEASE OF EQUIPMENT	1,923.70	10,000.00	798.94	798.94	9,201.06	8
100-4-43200-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	0.00	4,000.00	0.00	555.00	3,445.00	14
100-4-43200-6001	OFFICE SUPPLIES	0.00	750.00	0.00	95.98	654.02	13
100-4-43200-6005	JANITORIAL SUPPLIES	48.34	3,000.00	94.96	689.07	2,310.93	23
100-4-43200-6007	REPAIR & MAINT. SUPPLIES	1,196.67	21,500.00	979.90	7,302.84	14,197.16	34
100-4-43200-6008	FUEL	839.35	20,000.00	2,589.27	6,513.14	13,486.86	33
100-4-43200-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	5,030.71	24,000.00	585.23	3,522.34	20,477.66	15
100-4-43200-6011	UNIFORMS	0.00	3,000.00	21.06	96.08	2,903.92	3

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
100-4-43200-6012	CHRISTMAS DECORATIONS	75.00	4,000.00	85.11	85.11	3,914.89	2
100-4-43200-6013	AG SUPPLIES	0.00	2,500.00	0.00	160.00	2,340.00	6
100-4-43200-8005	EQUIPMENT/VEHICLES	0.00	0.00	0.00	148,552.00	148,552.00-	0
	43200 GENERAL MAINTENANCE	19,011.26	223,207.78	11,930.68	210,038.46	13,169.32	94

Town of Amherst
Statement of Revenue and Expenditures

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

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
100-4-72100-5600	VILLAGE GARDEN CLUB CONTRI.	0.00	3,000.00	0.00	0.00	3,000.00	0

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
100-4-72200-5600	MUSEUM CONTRIBUTIONS	0.00	2,500.00	0.00	0.00	2,500.00	0

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
100-4-81100-0000	PLANNING/ZONING	0.00	0.00	0.00	0.00	0.00	0
100-4-81100-3600	ADVERTISING	0.00	800.00	610.12	749.75	50.25	94
100-4-81100-5210	POSTAGE	0.00	100.00	0.00	0.00	100.00	0
100-4-81100-5701	PLANNING GRANTS	0.00	0.00	0.00	1,227.00	1,227.00-	0
100-4-81100-5810	DUES/MEMBERSHIP	0.00	1,227.00	0.00	0.00	1,227.00	0
	81100 PLANNING/ZONING	0.00	2,127.00	610.12	1,976.75	150.25	93

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
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

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
GENERAL FUND Expenditure Totals		141,550.02	1,703,497.81	102,093.43	827,225.65	876,272.16	49
100 GENERAL FUND							
		Prior	Current	YTD			
	Revenues:	165,522.56	110,367.50	817,113.01			
	Expenditures:	141,550.02	102,093.43	827,225.65			
	Net Income:	23,972.54	8,274.07	10,112.64-			

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	21,875.49	258,869.76	22,855.50	136,740.41	122,129.35-	53
501-3-16080-0006	WATER OT BASE CHARGES	12,273.31	154,342.85	14,896.22	86,608.50	67,734.35-	56
501-3-16080-0007	WATER IN-TOWN USAGE CHARGE	29,889.21	392,788.62	31,657.17	200,990.48	191,798.14-	51
501-3-16080-0008	WATER OT USAGE CHARGES	20,352.56	256,224.77	23,798.92	138,850.72	117,374.05-	54
501-3-16080-0009	PENALTIES	2,875.43	35,000.00	1,209.16	13,670.58	21,329.42-	39
501-3-16080-0010	TRIP CHARGES	1,050.00	8,000.00	650.00	4,000.00	4,000.00-	50
501-3-16080-0011	DORMANT ACCT FEE	310.18	3,540.63	280.00	1,705.28	1,835.35-	48
501-3-16080-0012	FIRE SPRINKLERS	397.00	4,764.00	397.00	2,382.00	2,382.00-	50
501-3-16080-0013	AVAILABILITY FEE	0.00	5,000.00	1,366.00	2,739.23	2,260.77-	55
501-3-16080-0014	WATER CHARGES-SBC	8,025.00	96,300.00	8,025.00	48,752.20	47,547.80-	51
501-3-16080-0015	PREPAY UTILITIES	635.70-	0.00	190.99-	1,010.24-	1,010.24-	0
501-3-16080-0016	SBC WATER CAPITAL COSTS REIMB	2,185.60	26,227.20	2,185.60	13,113.60	13,113.60-	50
50	16080 Total	98,598.08	1,241,057.83	107,129.58	648,542.76	592,515.07-	52
501-3-33020-0001	ARPA FUNDS	0.00	1,487,000.00	0.00	0.00	1,487,000.00-	0
501-3-33020-0003	BUILD BACK BETTER FUNDS	0.00	0.00	0.00	69,000.00	69,000.00	0
	33020 Total	0.00	1,487,000.00	0.00	69,000.00	1,418,000.00-	4
501-3-41040-0006	TRANSFER FROM OTHR FUNDS	0.00	415,101.10	0.00	0.00	415,101.10-	0
501-3-41060-0007	DEPOSIT-UTILITY ACCTS	1,500.00-	1,000.00	74.67	621.79	378.21-	62
	WATER FUND Revenue Totals	97,098.08	3,144,158.93	107,204.25	718,164.55	2,425,994.38-	22

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	3,559.18	61,355.59	3,764.68	24,367.67	36,987.92	40
501-4-12110-1300	PT WAGES	396.60	5,453.39	419.44	2,714.94	2,738.45	50
501-4-12110-2100	FICA	318.54	5,110.89	336.94	2,173.56	2,937.33	43
501-4-12110-2200	VRS	745.40	14,743.75	1,076.84	6,429.19	8,314.56	44
501-4-12110-2300	HEALTH INSURANCE	370.52	7,261.80	370.62	2,223.67	5,038.13	31
501-4-12110-2400	GROUP LIFE INSURANCE	51.40	724.00	47.90	286.08	437.92	40
501-4-12110-2500	STD/LONG-TERM DISABILITY	20.36	323.96	0.00	86.16	237.80	27
	12110 TOWN MANAGER	5,462.00	94,973.38	6,016.42	38,281.27	56,692.11	40

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	2,886.84	42,815.36	3,368.24	21,850.29	20,965.07	51
501-4-12420-1300	PT WAGES	883.13	10,752.27	774.09	4,544.65	6,207.62	42
501-4-12420-2100	FICA	267.97	4,097.92	296.56	1,894.44	2,203.48	46
501-4-12420-2200	VRS	471.31	9,513.12	683.60	4,091.07	5,422.05	43
501-4-12420-2300	HEALTH INSURANCE	231.06	7,820.40	231.28	1,387.69	6,432.71	18
501-4-12420-2400	GROUP LIFE INSURANCE	37.31	505.22	38.52	230.59	274.63	46
501-4-12420-2500	HYBRID DISABILITY	8.60	109.09	0.00	36.40	72.69	33
501-4-12420-3160	BANKING SERVICE CHARGES	14.00	200.00	0.00	0.00	200.00	0
501-4-12420-3320	SUPPORT CONTRACTS	0.00	3,500.00	0.00	3,208.33	291.67	92
501-4-12420-5210	POSTAGE	313.11	4,000.00	340.55	2,051.54	1,948.46	51
501-4-12420-6001	OFFICE SUPPLIES	0.00	2,000.00	0.00	1,845.00	155.00	92
	12420 FINANCE DEPARTMENT	5,113.33	85,313.38	5,732.84	41,140.00	44,173.38	48

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	17,276.22	167,842.87	13,365.73	85,682.54	82,160.33	51
501-4-44000-1200	OVERTIME	157.17	0.00	0.00	1,472.71	1,472.71-	0
501-4-44000-1300	PT WAGES	1,709.13	30,209.05	2,564.15	13,332.33	16,876.72	44
501-4-44000-1400	OTHER/HOLIDAY	2,185.02	6,621.08	550.51	2,069.12	4,551.96	31
501-4-44000-2100	FICA	1,571.43	15,657.48	1,264.15	7,869.19	7,788.29	50
501-4-44000-2200	VRS	3,160.14	37,375.38	2,769.31	17,639.56	19,735.82	47
501-4-44000-2300	HEALTH INSURANCE	3,746.18	33,516.00	2,511.11	16,509.92	17,006.08	49
501-4-44000-2400	GROUP LIFE INSURANCE	250.11	1,980.55	168.12	1,004.16	976.39	51
501-4-44000-2500	LONG-TERM DISABILITY	34.66	440.09	0.00	151.24	288.85	34
501-4-44000-2600	UNEMPLOYMENT INSURANCE	0.00	32.00	0.00	0.00	32.00	0
501-4-44000-2700	WORKER'S COMP	0.00	4,105.22	0.00	0.00	4,105.22	0
501-4-44000-3140	TESTING SERVICES	114.90	31,000.00	100.00	1,576.80	29,423.20	5
501-4-44000-3150	PROFESSIONAL SVCS	250.00	3,200.00	250.00	1,500.00	1,700.00	47
501-4-44000-3310	REPAIR & MAINT. SVCS	0.00	10,000.00	0.00	3,250.00	6,750.00	32
501-4-44000-3600	ADVERTISING	0.00	2,000.00	0.00	0.00	2,000.00	0
501-4-44000-5100	ELECTRICAL SVCS	6,307.66	68,952.59	6,634.54	33,817.38	35,135.21	49
501-4-44000-5120	WATER & SEWER	6,181.88	104,400.00	6,185.12	32,784.67	71,615.33	31
501-4-44000-5210	POSTAGE	0.00	2,000.00	1,334.95	1,334.95	665.05	67
501-4-44000-5230	TELECOMMUNICATIONS	370.55	7,500.00	574.43	2,443.61	5,056.39	33
501-4-44000-5304	PROPERTY INSURANCE	0.00	2,215.50	0.00	0.00	2,215.50	0
501-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	372.00	0.00	0.00	372.00	0
501-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	3,000.00	126.00	301.00	2,699.00	10
501-4-44000-5600	PERMITS	0.00	7,000.00	0.00	3,833.33	3,166.67	55
501-4-44000-5810	DUES & MEMBERSHIPS	0.00	2,000.00	0.00	708.24	1,291.76	35
501-4-44000-6001	OFFICE SUPPLIES	0.00	2,000.00	0.00	154.52	1,845.48	8
501-4-44000-6004	LAB SUPPLIES	1,045.68	15,000.00	0.00	2,011.38	12,988.62	13

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
501-4-44000-6007	REPAIR & MAINT. SUPPLIES	1,583.34	20,000.00	1,024.90	9,780.16	10,219.84	49
501-4-44000-6008	FUEL/OIL	0.00	3,000.00	0.00	381.95	2,618.05	13
501-4-44000-6009	VEHICLE & EQUIP SUPPLIES	29.93	3,000.00	548.95	548.95	2,451.05	18
501-4-44000-6011	UNIFORMS	0.00	1,500.00	0.00	0.00	1,500.00	0
501-4-44000-6051	CHEMICALS	6,329.85	108,000.00	12,869.47	60,724.57	47,275.43	56
501-4-44000-8005	EQUIPMENT	38.42	15,000.00	5,714.05	5,774.53	9,225.47	38
	44000 WATER OPERATIONAL	52,342.27	708,919.81	58,555.49	306,656.81	402,263.00	43

Town of Amherst
Statement of Revenue and Expenditures

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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	8,416.68	137,919.66	9,837.92	63,338.29	74,581.37	46
501-4-45000-1200	PT WAGES	0.00	791.17	76.80	120.68	670.49	15
501-4-45000-1300	PT WAGES	46.88	1,963.56	23.67	501.64	1,461.92	26
501-4-45000-2100	FICA	649.19	10,761.59	762.49	4,910.26	5,851.33	46
501-4-45000-2200	VRS	1,527.27	28,665.84	2,165.76	12,862.70	15,803.14	45
501-4-45000-2300	HEALTH INSURANCE	1,852.59	27,930.00	2,072.78	12,358.36	15,571.64	44
501-4-45000-2400	GROUP LIFE INSURANCE	120.89	1,627.45	124.50	739.43	888.02	45
501-4-45000-2500	HYBRID DISABILITY	0.00	52.90	0.00	0.00	52.90	0
501-4-45000-2700	WORKER'S COMP	0.00	6,031.12	0.00	0.00	6,031.12	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	38.50	800.00	26.45	170.20	629.80	21
501-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,162.07	0.00	0.00	1,162.07	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	1,431.04	25,000.00	651.96	6,463.11	18,536.89	26
501-4-45000-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	312.50	0.00	0.00	0.00	0.00	0
501-4-45000-8005	EQUIPMENT/VEHICLES	0.00	250,000.00	0.00	0.00	250,000.00	0
	45000 WATER MAINTENANCE	14,395.54	500,905.36	15,742.33	101,464.67	399,440.69	20

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
501-4-94000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
501-4-94000-8002	WATER TREATMENT PLANT IMPROVEMENTS	38,062.05	0.00	265,738.00	392,958.00	392,958.00-	0
501-4-94000-8003	SUNSET WATERLINE REPLACEMENT	37,950.00	1,300,000.00	0.00	5,000.00	1,295,000.00	0
	94000 CONTROL	76,012.05	1,300,000.00	265,738.00	397,958.00	902,042.00	31

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	8,537.31	17,722.64	8,795.36	8,795.36	8,927.28	50
501-4-95000-9001	60W W/L INTEREST	5,984.65	11,321.28	5,726.60	5,726.60	5,594.68	51
501-4-95000-9004	MAINSTREET W/L PRINCIPLE	39,838.51	81,938.15	20,735.93	20,735.93	61,202.22	25
501-4-95000-9005	MAINSTREET W/L INTEREST	21,637.33	41,013.53	40,739.91	40,739.91	273.62	99
501-4-95000-9006	STERLING BANK DEBT REFI PRIN	8,520.57	105,720.27	8,810.02	52,860.12	52,860.15	50
501-4-95000-9007	STERLING BANK DEBT REFI INTEREST	2,091.57	21,482.95	1,802.52	11,183.49	10,299.46	52
501-4-95000-9008	WATER PLANT UPGRADES PRINCIPLES	47,431.47	96,853.57	46,209.12	46,209.12	50,644.45	48
501-4-95000-9009	WATER PLANT UPGRADES INTEREST	39,992.62	77,994.61	41,214.97	41,214.97	36,779.64	53
	95000 DEBT SERVICE	174,034.03	454,047.00	174,034.43	227,465.50	226,581.50	50

WATER FUND Expenditure Totals	Prior	Current	YTD
	327,359.22	3,144,158.93	525,819.51
WATER FUND Expenditure Totals	327,359.22	3,144,158.93	1,112,966.25

501 WATER FUND

	Prior	Current	YTD
Revenues:	97,098.08	107,204.25	718,164.55
Expenditures:	327,359.22	525,819.51	1,112,966.25
Net Income:	230,261.14-	418,615.26-	394,801.70-

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	31,562.84	390,945.22	31,945.70	185,118.35	205,826.87-	47
502-3-16080-0006	SEWER OT BASE CHARGES	9,012.57	97,260.45	10,252.92	63,233.76	34,026.69-	65
502-3-16080-0007	SEWER IN-TOWN USAGE CHARGE	22,734.84	292,422.04	21,603.47	127,730.63	164,691.41-	44
502-3-16080-0008	SEWER OT USAGE CHARGE	7,249.38	79,168.59	8,282.02	51,144.05	28,024.54-	65
502-3-16080-0009	PENALTIES	2,722.37	25,000.00	1,377.42	14,173.93	10,826.07-	57
502-3-16080-0011	DORMANT ACCT FEE	464.99	5,353.58	420.00	2,510.93	2,842.65-	47
502-3-16080-0012	AVAILABILITY FEE	0.00	0.00	250.00	250.00	250.00	0
	16080 Total	73,746.99	890,149.88	74,131.53	444,161.65	445,988.23-	49
502-3-19020-0003	SBC-RUT. CREEK OPERATIONS	0.00	55,000.00	23,262.44	39,474.54	15,525.46-	72
502-3-19020-0004	SBC SEWER REHAB	0.00	11,172.00	2,793.00	5,586.00	5,586.00-	50
	19020 Total	0.00	66,172.00	26,055.44	45,060.54	21,111.46-	68
502-3-24040-0003	NUTRIENT CREDIT	0.00	400.00	0.00	1,405.60	1,005.60	351
502-3-42000-0000	RESERVE FUNDS	0.00	682,655.53	0.00	0.00	682,655.53-	0
	SEWER FUND Revenue Totals	73,746.99	1,639,377.41	100,186.97	490,627.79	1,148,749.62-	29

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	2,669.38	36,705.65	2,823.51	18,275.77	18,429.88	50
502-4-12110-1300	PT WAGES	356.94	5,453.39	377.50	2,443.47	3,009.92	45
502-4-12110-2100	FICA	243.44	3,225.17	257.54	1,661.44	1,563.73	52
502-4-12110-2200	VRS	559.06	8,820.37	807.64	4,821.97	3,998.40	55
502-4-12110-2300	HEALTH INSURANCE	277.90	3,686.76	277.97	1,667.80	2,018.96	45
502-4-12110-2400	GROUP LIFE INSURANCE	38.56	433.13	35.92	214.54	218.59	50
502-4-12110-2500	STD/LONG-TERM DISABILITY	15.27	193.81	0.00	64.64	129.17	33
	12110 CONTROL	4,160.55	58,518.28	4,580.08	29,149.63	29,368.65	50

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
502-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
502-4-12420-1100	WAGES	2,374.65	35,042.28	2,767.32	17,958.73	17,083.55	51
502-4-12420-1300	PT WAGES	861.05	10,483.46	754.74	4,431.05	6,052.41	42
502-4-12420-2100	FICA	227.93	3,482.72	249.90	1,593.62	1,889.10	46
502-4-12420-2200	VRS	396.14	7,676.26	571.06	3,419.36	4,256.90	45
502-4-12420-2300	HEALTH INSURANCE	221.82	6,636.17	222.04	1,332.24	5,303.93	20
502-4-12420-2400	GROUP LIFE INSURANCE	31.35	413.50	32.30	193.47	220.03	47
502-4-12420-2500	HYBRID DISABILITY	5.73	0.00	0.00	24.28	24.28-	0
502-4-12420-3320	SERVICE CONTRACTS	0.00	3,500.00	0.00	3,208.34	291.66	92
502-4-12420-5210	POSTAGE	313.12	4,000.00	340.55	2,051.51	1,948.49	51
502-4-12420-6001	OFFICE SUPPLIES	0.00	2,000.00	0.00	1,845.00	155.00	92
	12420 FINANCE DEPARTMENT	4,431.79	73,234.39	4,937.91	36,057.60	37,176.79	49

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	9,397.55	202,634.89	15,907.86	102,934.76	99,700.13	51
502-4-44000-1200	OVERTIME	73.56	0.00	0.00	1,443.22	1,443.22	0
502-4-44000-1400	OTHER/HOLIDAY	542.17	6,588.68	822.09	3,351.22	3,237.46	51
502-4-44000-2100	FICA	772.23	16,005.60	1,224.11	7,910.86	8,094.74	49
502-4-44000-2200	VRS	1,723.81	43,304.92	3,568.70	21,306.54	21,998.38	49
502-4-44000-2300	HEALTH INSURANCE	1,839.82	33,516.00	2,786.28	16,717.47	16,798.53	50
502-4-44000-2400	GROUP LIFE INSURANCE	136.45	2,391.09	202.80	1,211.23	1,179.86	51
502-4-44000-2500	LONG-TERM DISABILITY	20.26	257.06	0.00	85.72	171.34	33
502-4-44000-2700	WORKER'S COMP	0.00	3,762.31	0.00	0.00	3,762.31	0
502-4-44000-3120	SLUDGE & TRASH REMOVAL-RUT CRK.	0.00	105,000.00	6,966.60	38,754.55	66,245.45	37
502-4-44000-3140	TESTING SERVICES	1,315.30	53,655.29	1,271.00	14,399.30	39,255.99	27
502-4-44000-3150	PROFESSIONAL SVCS	250.00	3,000.00	250.00	1,500.00	1,500.00	50
502-4-44000-3310	REPAIR & MAINT. SVCS-RUT CRK	0.00	18,666.00	0.00	3,562.00	15,104.00	19
502-4-44000-3600	ADVERTISING	0.00	500.00	0.00	0.00	500.00	0
502-4-44000-5100	ELECTRICAL SVCS-RUT CRK	4,690.99	53,000.00	6,415.50	33,601.43	19,398.57	63
502-4-44000-5120	WATER, SEWER - RUT. CRK.	196.82	7,400.00	218.06	6,581.12	818.88	89
502-4-44000-5130	ELECTRICAL SVCS-PUMP STATION	139.76	2,370.00	284.15	895.55	1,474.45	38
502-4-44000-5140	WATER,SEWER-PUMP STATION	15.60	220.00	15.60	95.15	124.85	43
502-4-44000-5210	POSTAGE	0.00	250.00	0.00	0.00	250.00	0
502-4-44000-5230	TELECOMMUNICATIONS	575.60	5,796.00	378.91	3,275.16	2,520.84	57
502-4-44000-5304	PROPERTY INSURANCE	0.00	3,302.41	0.00	0.00	3,302.41	0
502-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	353.07	0.00	0.00	353.07	0
502-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	3,000.00	0.00	200.00	2,800.00	7
502-4-44000-5600	PERMITS	0.00	4,000.00	0.00	4,408.00	408.00	110
502-4-44000-5810	DUES & MEMBERSHIPS	0.00	2,000.00	78.40	303.40	1,696.60	15
502-4-44000-6001	OFFICE SUPPLIES	0.00	2,000.00	0.00	64.00	1,936.00	3

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
502-4-44000-6004	LAB SUPPLIES	981.80	8,235.00	1,072.37	4,507.72	3,727.28	55
502-4-44000-6007	REPAIR & MAINT. SUPPLIES-RUT. CRK.	331.69	35,000.00	6,846.45	33,077.03	1,922.97	95
502-4-44000-6008	FUEL/OIL	311.32	3,000.00	471.16	1,337.73	1,662.27	45
502-4-44000-6009	VEHICLE & EQUIP SUPPLIES	29.93	3,000.00	0.00	212.93	2,787.07	7
502-4-44000-6011	UNIFORMS	0.00	2,000.00	0.00	0.00	2,000.00	0
502-4-44000-6051	CHEMICALS - RUT. CREEK	0.00	4,615.00	0.00	0.00	4,615.00	0
502-4-44000-8005	VEHICLES	38.42	15,000.00	5,714.06	5,774.53	9,225.47	38
	44000 SEWER OPERATIONAL	23,383.08	643,823.32	54,494.10	307,510.62	336,312.70	48

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
502-4-45000-0000	SEWER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
502-4-45000-1100	WAGES	8,416.68	137,518.60	9,837.92	63,338.29	74,180.31	46
502-4-45000-1300	PT WAGES	46.88	791.17	23.67	501.64	289.53	63
502-4-45000-1400	OTHER PAY/HOLIDAY	0.00	1,963.56	76.80	120.68	1,842.88	6
502-4-45000-2100	FICA	649.19	10,730.91	762.49	4,910.26	5,820.65	46
502-4-45000-2200	VRS	1,527.27	28,569.46	2,165.76	12,862.70	15,706.76	45
502-4-45000-2300	HEALTH INSURANCE	1,852.59	30,600.11	2,072.78	12,358.36	18,241.75	40
502-4-45000-2400	GROUP LIFE INSURANCE	120.89	1,622.72	124.50	739.43	883.29	46
502-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,162.05	0.00	0.00	1,162.05	0
502-4-45000-5410	LEASE OF EQUIPMENT	0.00	5,000.00	0.00	0.00	5,000.00	0
502-4-45000-6007	REPAIR & MAINT. SUPPLIES	2,649.99	10,000.00	2,802.80	4,479.44	5,520.56	45
502-4-45000-8005	EQUIPMENT/VEHICLES	0.00	250,000.00	0.00	0.00	250,000.00	0
	45000 SEWER MAINTENANCE	15,263.49	477,958.58	17,866.72	99,310.80	378,647.78	21

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
502-4-94000-0000	CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0
502-4-94000-8000	SLIPLINING PROJECT	0.00	0.00	170,775.00	284,625.00	284,625.00-	0
502-4-94000-8002	WWTP CENTRIFUGE	264,808.46	0.00	2,500.00	78,572.88	78,572.88-	0
	94000 CAPITAL PROJECTS	264,808.46	0.00	173,275.00	363,197.88	363,197.88-	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	18,106.22	224,655.57	18,721.30	112,327.80	112,327.77	50
502-4-95000-9003	STERLING BANK WWTP REFI INTEREST	4,444.60	45,651.27	3,830.37	23,765.01	21,886.26	52
502-4-95000-9004	SEWER REHAB PRINCIPLE	5,893.57	71,110.29	5,973.16	35,372.08	35,738.21	50
502-4-95000-9005	SEWER REHAB INTEREST	3,734.43	44,425.71	3,654.84	22,395.92	22,029.79	50
	95000 DEBT SERVICE	32,178.82	385,842.84	32,179.67	193,860.81	191,982.03	50

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
SEWER FUND Expenditure Totals		344,226.19	1,639,377.41	287,333.48	1,029,087.34	610,290.07	63
502 SEWER FUND							
	Revenues:		73,746.99	100,186.97	490,627.79		
	Expenditures:		344,226.19	287,333.48	1,029,087.34		
	Net Income:		270,479.20-	187,146.51-	538,459.55-		

Town of Amherst
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
514-3-16080-0005	GARBAGE IT CHARGES	11,737.20	146,975.00	12,351.66	74,222.27	72,752.73-	50
514-3-16080-0006	GARBAGE OT CHARGES	1,644.00	20,812.50	1,700.00	10,271.46	10,541.04-	49
514-3-16080-0009	PENALTIES	464.65	5,000.00	232.65	2,165.34	2,834.66-	43
	16080 Total	13,845.85	172,787.50	14,284.31	86,659.07	86,128.43-	50
	GARBAGE FUND Revenue Totals	13,845.85	172,787.50	14,284.31	86,659.07	86,128.43-	50

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	266.94	3,670.57	282.35	1,827.55	1,843.02	50
514-4-12110-1300	PT WAGES	39.64	0.00	41.94	271.46	271.46-	0
514-4-12110-2100	FICA	24.66	280.80	26.08	168.25	112.55	60
514-4-12110-2200	VRS	55.90	882.04	80.76	482.18	399.86	55
514-4-12110-2300	HEALTH INSURANCE	27.78	368.68	27.80	166.79	201.89	45
514-4-12110-2400	GROUP LIFE INSURANCE	3.86	43.31	3.60	21.50	21.81	50
514-4-12110-2500	STD/LONG-TERM DISABILITY	1.52	19.38	0.00	6.40	12.98	33
514-4-12110-5000	CONTINGENCY	0.00	5,146.67	0.00	0.00	5,146.67	0
	12110 TOWN MANAGER	420.30	10,411.45	462.53	2,944.13	7,467.32	28

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
514-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
514-4-12420-1100	WAGES	121.47	1,804.44	141.78	919.56	884.88	51
514-4-12420-1300	PT WAGES	22.07	268.81	19.35	113.61	155.20	42
514-4-12420-2100	FICA	10.17	158.60	11.51	74.01	84.59	47
514-4-12420-2200	VRS	19.71	402.59	28.62	171.26	231.33	43
514-4-12420-2300	HEALTH INSURANCE	9.24	368.68	9.24	55.44	313.24	15
514-4-12420-2400	GROUP LIFE INSURANCE	1.56	21.29	1.60	9.58	11.71	45
514-4-12420-2500	HYBRID DISABILITY	0.37	4.85	0.00	1.41	3.44	29
	12420 FINANCE DEPARTMENT	184.59	3,029.26	212.10	1,344.87	1,684.39	44

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
514-4-43200-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
514-4-43200-3160	COLLECTION IN-TOWN	10,534.36	132,949.92	11,092.00	66,552.00	66,397.92	50
514-4-43200-3170	COLLECTION OUT OF TOWN	1,461.68	21,403.20	1,541.08	9,246.48	12,156.72	43
	43200 CONTROL	11,996.04	154,353.12	12,633.08	75,798.48	78,554.64	49

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	187.05	3,243.13	218.61	1,407.45	1,835.68	43
514-4-45000-1400	OTHER PAY/HOLIDAYS	0.00	43.63	1.70	2.68	40.95	6
514-4-45000-2100	FICA	14.35	251.44	16.91	108.31	143.13	43
514-4-45000-2200	VRS	33.94	679.85	48.13	285.88	393.97	42
514-4-45000-2300	HEALTH INSURANCE	41.18	737.35	46.05	274.58	462.77	37
514-4-45000-2400	GROUP LIFE INSURANCE	2.69	38.27	2.78	16.50	21.77	43
	45000 GARBAGE MAINTENANCE	279.21	4,993.67	334.18	2,095.40	2,898.27	42
	GARBAGE FUND Expenditure Totals	12,880.14	172,787.50	13,641.89	82,182.88	90,604.62	48

514 GARBAGE FUND	Prior	Current	YTD
Revenues:	13,845.85	14,284.31	86,659.07
Expenditures:	12,880.14	13,641.89	82,182.88
Net Income:	965.71	642.42	4,476.19

Town of Amherst
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
<u>701-3-41030-0001</u>	<u>BP RECOUPMENT REV</u>	0.00	64,812.76	0.00	0.00	64,812.76-	0
701-3-41040-0001	BOND ISSUE	0.00	3,890.00	0.00	3,890.00	0.00	100
701-3-41060-0001	HOME OWNERS REIM	0.00	1,923.00	0.00	0.00	1,923.00-	0
IDA FUND Revenue Totals		0.00	70,625.76	0.00	3,890.00	66,735.76-	5

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
701-4-45000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
701-4-45000-1300	PT WAGES	562.58	9,494.03	284.00	6,019.63	3,474.40	63
701-4-45000-2100	FICA	43.04	726.29	21.73	460.46	265.83	63
701-4-45000-2700	WORKER'S COMP	0.00	273.74	0.00	0.00	273.74	0
	45000 CONTROL	605.62	10,494.06	305.73	6,480.09	4,013.97	62

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
701-4-81500-0000	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0
701-4-81500-5100	ELECTRICAL SERV.	33.38	300.00	34.31	173.57	126.43	58
701-4-81500-5810	DUES AND MEMBERSHIP	0.00	2,800.00	0.00	2,658.00	142.00	95
701-4-81500-9200	TRANSFER TO IDA FUND	0.00	57,031.70	0.00	0.00	57,031.70	0
	81500 ECONOMIC DEVELOPMENT	33.38	60,131.70	34.31	2,831.57	57,300.13	5

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
	IDA FUND Expenditure Totals	639.00	70,625.76	340.04	9,311.66	61,314.10	13
701 IDA FUND							
	Revenues:	0.00	0.00	0.00	3,890.00		
	Expenditures:	639.00	340.04	340.04	9,311.66		
	Net Income:	639.00-	340.04-	340.04-	5,421.66-		

Grand Totals	Prior	Current	YTD
Revenues:	350,213.48	332,043.03	2,116,454.42
Expenditures:	826,654.57	929,228.35	3,060,773.78
Net Income:	476,441.09-	597,185.32-	944,319.36-

**CLERK OF COUNCIL REPORT
DECEMBER 2024**

COMMITTEE MEETINGS

Planning Commission

Regular Meeting 12/04/24: 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 Meeting

Regular Meeting 12/11/24: 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.

Quorums: Confirm meetings and cancellations with board members

TOWN WEBSITE DESIGN AND CONTENT MANAGEMENT AND FACEBOOK ADMINISTRATOR

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.

Create content and/or design for posting on Facebook with links to Town Website; share links to community news and events; and monitor feedback.

FREEDOM OF INFORMATION ACT

Receive and respond to one (1) FOIA request

CHRISTMAS PARADE

Receive, review and track participant entry forms and vendor applications; confirm attendance.

Draft information for parade emcees

Prepare staging maps

Distribute line-up and staging maps

Miscellaneous telephone calls and emails

Attend and work parade on 12/6/24

Attend post-parade meeting 12/19/24

BANNERS

Prepare and send request for permit for Town Holiday Banner; receive and review permit

OTHER:

- Convert and post audio recording of meeting to website
- Prepare/draft legal ads and notices; post ads to newspaper portal; post notices to website
- Draft speed study ordinance
- Prepare Resolution for Sharon Turner
- Prepare oath and cover letters for newly elected council members
- Design new business cards; place 1 order
- Prepare 2025 Holiday, Meeting, and Trash and Recycle Calendars
- Miscellaneous phone calls, correspondence; miscellaneous research.
- Prepare miscellaneous purchase orders.

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

Town of Amherst Committees as of December 31, 2024

Appointed/Term Expires

TOWN COUNCIL

D. Dwayne Tuggle, Mayor	01/01/23	12/31/26
Kenneth S. Watts	01/01/25	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	07/01/24	06/30/28
Michael H. Driskill	01/01/23	12/31/24 (TC rep)
William Jones	07/01/23	06/30/27
Veda Butcher	05/10/23	11/10/25
John Kendrick Vandervelde	07/01/22	06/30/26
Clifford Hart	07/01/23	06/30/27
Anne Webster Day	07/01/22	06/30/26

BOARD OF ZONING APPEALS

June Driskill	11/13/20	08/31/25
Teresa Tatlock	11/11/21	08/31/26
Shannan C. Carter	09/01/22	08/31/27
R.A. "Tony" Robertson	09/01/23	08/31/28
Jason David Eagle	09/01/24	08/31/29 (pending order)

ECONOMIC DEVELOPMENT AUTHORITY

Clifford Hart	07/01/23	06/30/27
Sharon Watts Turner	07/01/22	06/30/26
Jaynene Stewart Casey	09/11/24	06/30/25
Steven A. Jefferson	07/01/24	06/30/28
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	07/01/24	06/30/28
Bessie H. Kirkwood	07/01/22	06/30/26
Glenda Hash	07/01/24	06/30/28

CENTRAL VIRGINIA PLANNING COMMISSION/MPO

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

Appointed/Term Expires

CENTRAL VIRGINIA TRANSPORTATION COUNCIL (MPO)

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

Appointed/Term Expires

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

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

Utility/Town Maintenance and Construction R

Dec-24

Water Meter Read	0
Water Meter Re-Read	0
Disconnects	5
VA-811 Service locations	29
Vehicle PM Work Orders	7
Pump Station/Plant Work Orders	32
Banners Installed/Dismantled	2
Water Services Installed/Replaced	2
Sewer Services Installed/Replaced	0
Minor Leaks s Repaired	5
Major Leaks Repaired	0
Minor Sewer Problems Resolved	5
Major Sewer Problems Resolved	3

Man Hours

Meter Reading	
Street/Sidewalk Maintenance	530
Bush gogging/ Right of way water/ sewer	132
Flushing Water	6
Equipment Maintenance	127
Xmas decorations	123

Water

Water intake road reworked	Working with New Meter project. Solving maintenance problems in other departments
Vac all streets and repaint parking and no parking spaces.	
Christmas lighting	
Working with Garden Club	Many other projects completed

Routine/Annual Work

Projects/Unusual Work

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



**TOWN OF AMHERST
DEPARTMENT OF PLANTS
MONTHLY REPORT TO COUNCIL
FOR THE MONTH OF JANUARY, 2025**

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

As the first days of 2025 begin Rutledge Creek WWTP staff have ended a busy December 2024. The first of December 2024 saw the Town's new discharge permit begin. Staff had spent a good portion of 2024 working and submitting our permit renewal application which would allow the Town of Amherst to discharge treated wastewater into state waters, in our case the Rutledge Creek which is part of the James River Watershed.

Having deemed it appropriate as a means of explaining needs and request brought to Council through out the year a copy of this permit is being submitted as the touch stone for referencing any requests that may come from wastewater in the next five calander years.

As always any questions will be happily answered.



COMMONWEALTH of VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY

Permit No. VA0031321

Effective Date: December 1, 2024
Expiration Date: November 30, 2029

AUTHORIZATION TO DISCHARGE UNDER THE
VIRGINIA POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMIT REGULATION
AND
THE VIRGINIA STATE WATER CONTROL LAW

In compliance with the provisions of the Clean Water Act as amended and pursuant to the State Water Control Law and regulations adopted pursuant thereto, the following owner is authorized to discharge in accordance with the information submitted with the permit application and with this permit as set forth herein.

Owner: Town of Amherst
Facility Name: Rutledge Creek WWTP
County: Amherst
Facility Location: 448 Industrial Drive; Amherst, VA (Amherst County)

The owner is authorized to discharge to the following receiving stream:

Stream: Rutledge Creek
River Basin: James River
River Subbasin: James River (Middle)
Section: 11
Class: III
Special Standards: none

A handwritten signature in blue ink, appearing to read "R. Nelson Dail", written over a horizontal line.

R. Nelson Dail
Deputy Regional Director
Blue Ridge Regional Office

Date: December 2, 2024

A. EFFLUENT LIMITATIONS AND MONITORING REQUIREMENTS**1. Outfall 001 – 0.6 MGD Facility**

- a. During the period beginning with the permit's effective date and lasting until the permit's expiration date, the permittee is authorized to discharge from Outfall 001. This discharge shall be limited and monitored as specified below:

Parameter	Discharge Limitations				Monitoring Requirements			
	Monthly Average ⁽¹⁾		Weekly Average ⁽¹⁾		Minimum	Maximum ⁽¹⁾	Frequency	Sample Type
Flow ⁽²⁾ (MGD)	NL		NA		NA	NL	Continuous	TIRE
pH (Standard Units)	NA		NA		6.0	9.0	1/Day	Grab
Influent BOD ₅ (mg/L)	NL		NA		NA	NA	⁽³⁾	8 HC
Effluent BOD ₅ ⁽¹⁾	7.4 mg/L	16.8 kg/d	11.1 mg/L	25.2 kg/d	NA	NA	3/week	8 HC
BOD ₅ Percent Removal (%)	NA		NA		85	NA	⁽³⁾	Calculated
Influent Total Suspended Solids (TSS) (mg/L)	NL		NA		NA	NA	⁽³⁾	8 HC
Effluent TSS ⁽¹⁾	30 mg/L	68.1 kg/d	45 mg/L	102 kg/d	NA	NA	3/week	8 HC
TSS Percent Removal (%)	NA		NA		85	NA	⁽³⁾	Calculated
Ammonia-N ⁽¹⁾ (mg/L) (Dec-May)	6.6 mg/L		6.6 mg/L		NA	NA	3/week	Grab
Ammonia-N ⁽¹⁾ (mg/L) (Jun-Nov)	9.1 mg/L		9.1 mg/L		NA	NA	3/week	Grab
<i>E. coli</i> (Geometric Mean) ⁽⁴⁾ (N/100 mL)	126		NA		NA	NA	3/week	Grab
Dissolved Copper ⁽¹⁾⁽⁶⁾ (µg/L)	NL		NL		NA	NA	1/quarter	Grab
Dissolved Lead ⁽¹⁾⁽⁶⁾ (µg/L)	NL		NL		NA	NA	1/quarter	Grab
Dissolved Zinc ⁽¹⁾⁽⁶⁾ (µg/L)	NL		NL		NA	NA	1/quarter	Grab
Total Nitrogen – Calendar Year	8.0 lbs/yr		NA		NA	NA	1/Year	Calculated
Total Phosphorus – Calendar Year	1.0 lbs/yr		NA		NA	NA	1/Year	Calculated

NL = No limitation, monitoring required NA = Not Applicable TIRE = Totalizing, Indicating, and Recording Equipment

24 HC = 24-hour composite. The composite shall be a combination of individual samples, taken proportional to flow, obtained at hourly or smaller time intervals for the entire discharge of the monitored 24-hour period. Time based individual samples may be of equal volume for flows that do not vary by +/- 10 percent over a 24-hour period.

8 HC = 8-hour composite. The composite shall be a combination of individual samples, taken proportional to flow, obtained at hourly or smaller time intervals for the entire discharge of the monitored 8-hour period. Time based individual samples may be of equal volume for flows that do not vary by +/- 10 percent over a 24-hour period.

3/Week = 3 samples taken during the calendar week, with no more than 2 samples taken on consecutive days

1/Year = Annual sampling with the results submitted with the DMR due January 10th of each year

(1) See Part I.C for additional monitoring and reporting instructions.

(2) The design flow of this treatment facility is 0.6 MGD. See Part I.D.1 for additional requirements related to facility flows.

(3) At least 85% removal for BOD₅ and TSS shall be attained for this effluent. Influent shall be sampled 3/week for

1 month of each calendar half-year. See Part I.C.11 for additional requirements related to demonstration of secondary treatment.

- (4) Samples shall be collected between 10 a.m. and 4 p.m.
- (5) See Part I.F for additional monitoring and reporting instructions.
- (6) For dissolved copper, lead and zinc, filter grab samples within 15 minutes of sample collection and before adding preservatives.

- b. In addition to the Total Nitrogen or Total Phosphorus concentration limitations (or monitoring requirements without associated limitations) listed below, this facility has Total Nitrogen and Total Phosphorus calendar year load limitations associated with this outfall included in the current Registration List under registration number VAN040071, enforceable under the General VPDES Watershed Permit Regulation for Total Nitrogen and Total Phosphorus Discharges and Nutrient Trading in the Chesapeake Watershed in Virginia.
- c. There shall be no discharge of floating solids or visible foam in other than trace amounts.

B. TOTAL RESIDUAL CHLORINE (TRC) AND E. COLI LIMITATIONS AND MONITORING REQUIREMENTS

If chlorination is chosen as a disinfection method, the requirements in Part I.B.1-5 below shall substitute for the *E.coli* requirements specified in Part I.A.1.

- 1. Effluent TRC shall be monitored, 3/Day at 4-hour intervals by grab sample and limited as specified below:

	<u>Monthly Average</u>	<u>Weekly Average</u>
TRC (mg/L)	16.2	19.9

- 2. TRC shall be monitored at the outlet of each operating chlorine contact tank, prior to dechlorination, 3/Day at 4-hour intervals by grab sample.
- 3. No more than 9 samples for TRC taken after each operating chlorine contact tank, prior to dechlorination, shall be less than 1.0 mg/L for any one calendar month.
- 4. No TRC sample collected at the outlet of any operating chlorine contact tank, prior to dechlorination, shall be less than 0.6 mg/L unless the *E.coli* in the final effluent is also less than 126 N/100mL. When the TRC concentration after the contact tank and prior to dechlorination is less than 0.6 mg/L, an *E.coli* sample of the final effluent may be taken within 15 minutes. If the *E.coli* sample is less than 126 N/100mL, then the original TRC samples shall be considered as being in compliance.
- 5. *E.coli* limitations and monitoring:

	Discharge	Monitoring Requirements	
	Monthly Average	Frequency	Sample Type
<i>E.coli</i> (N/100 mL)	126 (Geometric Mean)	4/Month*	Grab
		Between 10 a.m. and 4 p.m.	

*4/Month = 4 samples taken monthly, with at least 1 sample taken each calendar week

C. EFFLUENT LIMITATIONS AND MONITORING REQUIREMENTS – ADDITIONAL INSTRUCTIONS

1. Compliance Reporting

- a. The quantification levels (QLs) shall be less than or equal to the following concentrations:

Parameter	QL
BOD ₅	2 mg/L
TSS	1.0 mg/L
Chlorine	0.10 mg/L
Ammonia-N	0.20 mg/L
Total Recoverable Copper	0.50 µg/L
Total Recoverable Lead	0.50 µg/L
Total Recoverable Zinc	2.0 µg/L

The QL is defined as the lowest concentration used to calibrate a measurement system in accordance with the procedures published for the method. It is the responsibility of the permittee to ensure that proper quality assurance/quality control (QA/QC) protocols are followed during the sampling and analytical procedures. QA/QC information shall be documented to confirm that appropriate analytical procedures have been used and the required QLs have been attained. The permittee shall use any method in accordance with Part II.A of this permit.

- b. Monthly Average – Compliance with the monthly average limitations and/or reporting requirements for the parameters listed in Part I.C.1.a shall be determined as follows: All concentration data below the QL used for the analysis shall be treated as zero. All concentration data equal to or above the QL used for the analysis shall be treated as it is reported. An arithmetic average shall be calculated using all reported data for the month, including the defined zeros. This arithmetic average shall be reported on the Discharge Monitoring Report (DMR) as calculated. If all data are below the QL used for the analysis, then the average shall be reported as "<QL". If reporting for quantity is required on the DMR and the reported monthly average concentration is <QL, then report "<QL" for the quantity. Otherwise use the reported concentration data (including the defined zeros) and flow data for each sample day to determine the daily quantity and report the monthly average of the calculated daily quantities.
- c. Weekly Average – Compliance with the weekly average limitations and/or reporting requirements for the parameters listed in Part I.C.1.a shall be determined as follows: All concentration data below the QL used for the analysis shall be treated as zero. All concentration data equal to or above the QL used for the analysis shall be treated as reported. An arithmetic average shall be calculated using all reported data, including the defined zeros, collected within each complete calendar week and entirely contained within the reporting month. The maximum value of the weekly averages thus determined shall be reported on the DMR. If all data are below the QL used for the analysis, then the weekly average shall be reported as "<QL". If reporting for quantity is required on the DMR and the reported weekly average concentration is <QL, then report "<QL" for the quantity. Otherwise use the reported concentration data (including the defined zeros) and flow data for each sample day to determine the daily quantity and report the maximum weekly average of the calculated daily quantities.
- d. Single Datum – Any single datum required shall be reported as "<QL" if it is less than the QL used for the analysis. Otherwise the numerical value shall be reported.
- e. The permittee shall report at least the same number of significant digits as the permit limitation for a given parameter. Regardless of the rounding convention used (i.e., 5 always rounding up or to the nearest even number) by the permittee, the permittee shall use the convention consistently, and shall ensure that consulting laboratories employed by the permittee use the same convention.
- f. Nutrient reporting calculations – The reporting calculations below shall be performed using the concentration monitoring required by the general permit, VAN040071.

For each calendar month, the DMR shall show the calendar year-to-date average concentration (mg/L) calculated in accordance with the following formula:

$$AC_{avg-YTD} = (\sum_{\text{Jan-current month}} MC_{avg}) \div (\# \text{ of months})$$

where:

$AC_{avg-YTD}$ = calendar year-to-date average concentration (mg/L)

MC_{avg} = monthly average concentration (mg/L)

The TN and TP average concentrations (mg/L) for each calendar year (AC) shall be shown on the December DMR due January 10th of the following year. These values shall be calculated in accordance with the following formula:

$$AC_{avg} = (\sum_{(Jan-Dec)} MC_{avg}) \div 12$$

where:

AC_{avg} = calendar year average concentration (mg/L)

MC_{avg} = monthly average concentration (mg/L)

For TP, all daily concentration data below the QL for the analytical method used shall be treated as half the QL. All daily concentration data equal to or above the QL for the analytical method used shall be treated as it is reported.

For TN, if none of the daily concentration data for the respective species (i.e., TKN, Nitrates/Nitrites) are equal to or above the QL for the respective analytical methods used, the daily TN concentration value reported shall equal one half of the largest QL used for the respective species. If one of the data is equal to or above the QL, the daily TN concentration value shall be treated as that data point is reported. If more than one of the data is above the QL, the daily TN concentration value shall equal the sum of the data points as reported.

D. OTHER REQUIREMENTS AND SPECIAL CONDITIONS

1. 95% Capacity Reopener

A written notice and a plan of action for ensuring continued compliance with the terms of this permit shall be submitted to DEQ when the monthly average influent flow to the wastewater treatment facility reaches 95 percent of the design capacity authorized in this permit for each month of any three consecutive month period. The written notice shall be submitted within 30 days and the plan of action shall be received at DEQ no later than 90 days from the third consecutive month for which the flow reached 95 percent of the design capacity. The plan shall include the necessary steps and a prompt schedule of implementation for controlling any current or reasonably anticipated problem resulting from high influent flows. Failure to submit an adequate plan in a timely manner shall be deemed a violation of this permit.

2. Materials Handling/Storage

Any and all product, materials, or wastes shall be handled, disposed of, and/or stored in such a manner and consistent with Best Management Practices, so as not to permit a discharge of such product, materials, or other wastes to State waters, except as expressly authorized.

3. Operation and Maintenance (O&M) Manual Requirement

The permittee shall maintain a current O&M Manual for the treatment works that is in accordance with Virginia Pollutant Discharge Elimination System Regulations, 9VAC25-31 and Sewage Collection and Treatment Regulations, 9VAC25-790.

The O&M Manual and subsequent revisions shall include the manual effective date and meet Part II.K.2 and Part II.K.4 Signatory Requirements of the permit. Any changes in the practices and procedures followed by the permittee shall be documented in the O&M Manual within 90 days of the effective date of the changes. The permittee shall operate the treatment works in accordance with the O&M Manual and shall make the O&M

Manual available to DEQ personnel for review during facility inspections. Within 30 days of a request by DEQ, the current O&M Manual shall be submitted to DEQ for review and approval.

The O&M Manual shall detail the practices and procedures which will be followed to ensure compliance with the requirements of this permit. This manual shall include, but not necessarily be limited to, the following items, as appropriate:

- a. Permitted outfall locations and techniques to be employed in the collection, preservation, and analysis of effluent, stormwater, and sludge samples;
- b. Procedures for measuring and recording the duration and volume of treated wastewater discharged;
- c. Discussion of Best Management Practices, if applicable;
- d. Procedures for handling, storing, and disposing of all wastes, fluids, and pollutants characterized in [Part I.D.2] that will prevent these materials from reaching state waters. List type and quantity of wastes, fluids, and pollutants (e.g. chemicals) stored at this facility;
- e. Discussion of treatment works design, treatment works operation, routine preventative maintenance of units within the treatment works, critical spare parts inventory and record keeping;
- f. Plan for the management and/or disposal of waste solids and residues;
- g. Hours of operation and staffing requirements for the plant to ensure effective operation of the treatment works and maintain permit compliance;
- h. List of facility, local, and state emergency contacts; and
- i. Procedures for reporting and responding to any spills/overflows/treatment works upsets.

4. Reliability Class

The permitted treatment works shall meet Reliability Class II.

5. Certificate to Construct (CTC)/Certificate to Operate (CTO) Requirement

The permittee shall, in accordance with the DEQ Sewage Collection and Treatment Regulation (9VAC25-790), obtain a CTC and a CTO prior to constructing and operating wastewater treatment works. Non-compliance with the CTC or CTO shall be deemed a violation of the permit.

If the CTC proposes new or expanded nutrient loads, the permittee shall provide a nutrient offset plan to DEQ prepared in accordance with 9VAC25-820-70 Part II. The plan shall include the nutrient loads that are projected to be discharged on an annual basis for a minimum of five years and any nutrient allocations acquired from other sources. Any acquired nutrient allocations shall be subject to public notice and included on the registration list for the General Virginia Pollutant Discharge Elimination System (VPDES) Watershed Permit Regulation for Total Nitrogen and Total Phosphorus Discharges and Nutrient Trading in the Chesapeake Bay Watershed in Virginia prior to issuance of a CTC.

Upon approval of a CTC for the installation of nutrient removal technology, DEQ staff shall initiate modification or, alternatively, revocation and reissuance of this permit, to include annual concentration limits based on the technology proposed in the CTC.

6. Treatment Works Closure Plan

If the permittee plans an expansion or upgrade to replace the existing treatment works, or if the facility is permanently closed, the permittee shall submit to DEQ a closure plan for the existing treatment works. The plan shall address the following information as a minimum: Verification of elimination of sources and/or alternate treatment scheme; treatment, removal and final disposition of residual wastewater and solids; removal/demolition/disposal of structures, equipment, piping and appurtenances; site grading, and erosion and sediment control; restoration of site vegetation; access control; fill materials; and proposed land use (post-closure) of the site. The plan should contain proposed dates for beginning and completion of the work. The plan must be approved by the DEQ prior to implementation. Once approved, the plan shall become an enforceable part of this permit and closure shall be implemented in accordance with the approved plan. The permittee may continue discharging until the effluent no longer meets the permit limits or the permit expires, whichever occurs

first. No later than 14 days following closure completion, the permittee shall submit to DEQ written notification of the closure completion date and a certification of closure in accordance with the approved plan.

7. Reopeners

This permit may be modified or, alternatively, revoked and reissued:

- a. If any approved waste load allocation procedure, pursuant to Section 303(d) of the Clean Water Act, imposes waste load allocations, limitations or conditions on the facility that are not consistent with the permit requirements; or
- b. Should effluent monitoring indicate the need for any water quality-based limitations, and to incorporate appropriate limitations; or
- c. To incorporate technology-based effluent concentration limitations for nutrients in conjunction with the installation of nutrient control technology, whether by new construction, expansion or upgrade; or
- d. To include new or alternative nutrient limitations and/or monitoring requirements, should:
 - (1) The State Water Control Board adopt nutrient standards for the water body receiving the discharge, or
 - (2) A future water quality regulation or statute require new or alternative nutrient control; or
- e. If any applicable standard for sewage sludge use or disposal promulgated under Section 405(d) of the Clean Water Act is more stringent than any requirements for sludge use or disposal in this permit, or controls a pollutant or practice not limited in this permit.

8. Permit Maintenance Fees

Any owner whose permit is effective as of April 1st of a given calendar year (including permits that have been administratively continued) shall pay the applicable permit maintenance fee(s) to DEQ by October 1st of that same calendar year. No permit will be reissued or administratively continued without payment of the required fee(s).

9. Sludge Use and Disposal

The permittee shall conduct all sludge use or disposal activities in accordance with the SMP approved with the reissuance of this permit. Any proposed changes in the sludge use or disposal practices or procedures followed by the permittee shall be documented and submitted for DEQ approval 90 days prior to the effective date of the changes. Upon approval, the SMP becomes an enforceable part of the permit. This permit may be modified or, alternatively, revoked and reissued to incorporate limitations/conditions necessitated by substantive changes in sludge use or disposal practices.

10. Licensed Operator Requirement

The permittee shall employ or contract at least one Class II licensed wastewater works operator for this facility. The license shall be issued in accordance with Title 54.1 of the Code of Virginia and the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals Regulations. The permittee shall notify DEQ in writing whenever the facility is not complying or has grounds for anticipating he will not comply with this requirement. The notification shall include a statement of reasons and a prompt schedule for achieving compliance.

11. Demonstration of Secondary Treatment

- a. The permittee shall monitor and report the influent BOD₅ and TSS concentrations and calculated percent removal on a semi-annual basis. The semi-annual monitoring periods shall be January – June and July – December.
- b. During the month(s) that influent sampling is performed for percent removal reporting purposes, influent sampling shall be performed at the same sample frequency as the corresponding effluent samples.
- c. Monthly average influent and effluent concentrations shall be used to calculate monthly average percent removal values. The monthly average removal values shall be reported on the DMR by the 10th day of the month following the monitoring period.

12. Reporting of Flagged Data

- a. Test results that are qualified or flagged for any reason such as, but not limited to, failing any aspect of QA/QC criteria; improper preservation or holding times; presentation of ">" or "<" numerical results; or other, shall be included in all DMR calculations and also be noted on the DMR with the reason(s) for the data being qualified or flagged provided on or with the DMR. No data shall be excluded without consultation and approval of DEQ.
- b. Numerical data that is qualified as being greater than (">", e.g. >30 mg/L) or less than ("<", e.g. < 10 n/CML) shall utilize the numeric value in calculations with all other data for the monitoring period. In all cases, the greater than (">") or less than ("<") symbols shall be reported on the DMR. The following steps shall be taken for data handling and reporting:
 - 1) For the reporting of a single datum (parameters with once per month/quarter/semi-annual/annual monitoring), the greater than (">") or less than ("<") must be included with the numeric value.
 - 2) For calculating concentration or loadings, the greater than (">") or less than ("<") is carried to the final product.
 - 3) For monthly averages or geometric means (daily, weekly, monthly), the numeric value shall be utilized in the calculation and the greater than (">") or less than ("<") carried to the final product.

13. Indirect Dischargers

The permittee shall provide adequate notice to DEQ of the following:

- a. Any new introduction of pollutants into the treatment works from an indirect discharger which would be subject to Section 301 or 306 of the Clean Water Act and the State Water Control Law if it were directly discharging those pollutants; and
- b. Any substantial change in the volume or character of pollutants being introduced into the treatment works by a source introducing pollutants into the treatment works at the time of issuance of this permit.

Adequate notice shall include information on 1) the quality and quantity of effluent introduced into the treatment works, and 2) any anticipated impact of the change on the quantity or quality of effluent to be discharged from the treatment works.

14. Polychlorinated Biphenyls (PCBs) Monitoring

The permittee shall monitor the effluent at Outfall 001 for PCBs. DEQ will use these data for the development of the PCB Total Maximum Daily Load for the James River and for the VAC-H12R Watershed. The permittee shall conduct the sampling and analysis in accordance with the requirements specified below. At a minimum:

- a. Monitoring and analysis shall be conducted in accordance with the most current version of EPA Method 1668 or other equivalent methods capable of providing low-detection level, congener specific results. Any equivalent method shall be submitted to DEQ for review and approval prior to sampling and analysis. It is the responsibility of the permittee to ensure that proper QA/QC protocols are followed during the sample gathering and analytical procedures.
- b. The permittee shall collect 2 wet weather samples and 2 dry weather samples during the term of the permit.

Wet weather samples shall be defined by the permittee based on the permittee's decision criteria for their facility. The wet weather decision criteria shall be submitted to DEQ prior to any PCB sampling and within 90 days of the permit reissuance for review and approval. The permittee shall maintain documentation to demonstrate that wet weather flows achieve these criteria. The documentation shall be available to DEQ upon request.

Dry weather samples are defined as those taken at Outfall 001 following at least a 72-hour period with no measurable rainfall, and influent levels are at normal base flows.

After the permittee has collected a wet weather sample and a dry weather sample, the permittee may request from DEQ a waiver for the second wet weather sample. Documentation shall be submitted with the request to demonstrate why another wet weather sample is not necessary for the TMDL development. DEQ shall review the documentation and notify the permittee in writing on the final waiver decision.

- c. Each effluent sample shall consist of a minimum 2-liter volume and be collected using either 24-hour manual or automated compositing methods. The sampling protocol shall be submitted to DEQ for review and approval prior to the first sample collection.
- d. The data shall be submitted to DEQ by the 10th day of the month following receipt of the results. The permittee shall have the option of submitting the results electronically. The submittal shall include the unadjusted and appropriately qualified individual PCB congener analytical results. Additionally, laboratory and field QA/QC documentation and results shall be reported. Total PCBs are to be computed as the summation of the reported, quantified congeners.

E. PRETREATMENT PROGRAM REQUIREMENTS

The permittee's pretreatment program has been approved. The program is an enforceable part of this permit. The permittee shall:

1. Implement a pretreatment program that complies with the Clean Water Act, Water Control Law, State regulations and the approved program.
2. Submit to the DEQ Regional Office an annual report that describes the permittee's program activities over the previous year.
Annual Reports Due: No later than January 31, 2026, 2027, 2028 and 2029.

The annual report shall include:

- a. An updated list of the Significant Industrial Users* showing the categorical standards and local limits applicable to each.
 - b. A summary of the compliance status of each Significant Industrial User with pretreatment standards and permit requirements.
 - c. A summary of the number and types of Significant Industrial User sampling and inspections performed by the POTW.
 - d. All information concerning any interference, upset, VPDES permit or Water Quality Standards violations directly attributable to Significant Industrial Users and enforcement actions taken to alleviate said events.
 - e. A description of all enforcement actions taken against Significant Industrial Users over the previous 12 months.
 - f. A summary of any changes to the submitted pretreatment program that have not been previously reported to the DEQ Regional Office.
 - g. A summary of the permits issued to Significant Industrial Users since the last annual report.
 - h. POTW and self-monitoring results for Significant Industrial Users determined to be in significant non-compliance during the reporting period.
 - i. Results of the POTW's influent/effluent/sludge sampling, not previously submitted to DEQ.
 - j. Copies of newspaper publications of all Significant Industrial Users in significant non-compliance during the reporting period. This is due no later than March 31 of each year.
 - k. Signature of an authorized representative.
3. Submit any changes to the approved pretreatment program to the DEQ Regional Office and obtain approval before implementation of the changes.
 4. Ensure all Significant Industrial Users' permits are issued and reissued in a timely manner and that the

Significant Industrial User permits issued by the POTW are effective and enforceable.

5. Inspect and sample all Significant Industrial Users at a minimum of once a year.
 - (1) Sampling shall include all regulated parameters, and shall be representative of the wastewater discharged.
 - (2) Inspection of the Significant Industrial Users shall cover all areas which could result in wastewater discharge to the treatment works including manufacturing, chemical storage, pretreatment facilities, spill prevention and control procedures, hazardous waste generation and Significant Industrial User's self-monitoring and records.
6. Implement the reporting requirements of Part VII of the VPDES Permit Regulation.
7. Review the Enforcement Response Plan (ERP) and ensure it meets state and federal regulatory requirements. The approved ERP is an enforceable part of this permit and shall be implemented.
8. Develop local limits or reevaluate local limits using current influent, effluent and sludge monitoring data and submit the data and results of the evaluation to the DEQ Regional Office within one year of the effective or modification date. All Significant Industrial Users shall be sampled at the end of any categorical process and at the entrance to the treatment works.
9. Ensure that adequate resources are available to implement the approved program.
10. Meet all public participation requirements and annually public notice Significant Industrial Users in significant non-compliance with pretreatment standards and requirements for the previous 12 months.
11. Submit to the DEQ Regional Office a survey of all Industrial Users discharging to the POTW. The information shall be submitted to the POTW on the DEQ's Discharger Survey Form or an equivalent form that includes the quantity and quality of the wastewater. Survey results shall include the identification of significant industrial users of the POTW.
Survey Due: No later than July 10, 2025.

In lieu of the survey, the permittee may elect to develop, submit for approval and implement the plan to continuously survey the industrial community in their jurisdiction.
12. The DEQ may require the POTW to institute changes to its pretreatment program:
 - a. If the approved program is not implemented in a way satisfying the requirements of the Clean Water Act, Water Control Law or State regulations;
 - b. If problems such as pass-through, interference, water quality standards violations or sludge contamination develop or continue; and
 - c. If federal, state or local requirements change.

* A significant industrial user is one that:

- Has a process wastewater (**) flow of 25,000 gallons or more per average workday;
- Contributes a process wastestream which makes up 5-percent or more of the average dry weather hydraulic or organic capacity of the POTW;
- Is subject to the categorical pretreatment standards; or
- Has significant impact, either singularly or in combination with other Significant Dischargers, on the treatment works or the quality of its effluent.

** Excludes sanitary, non-contact cooling water and boiler blowdown.

F. WHOLE EFFLUENT TOXICITY (WET) MONITORING PROGRAM

1. Biological Monitoring

In accordance with the schedule in Part I.F.2 below, the permittee shall conduct annual chronic toxicity tests. The permittee shall collect 24-hour flow-proportioned composite samples of final effluent from Outfall 001.

- a. The chronic tests shall be Chronic 3-Brood Static Renewal Survival and Reproduction Test using *Ceriodaphnia dubia*, and Chronic 7-Day Static Renewal Survival and Growth Test using *Pimephales promelas*. Each test shall be performed with a minimum of 5 dilutions, derived geometrically, in order to determine the No Observed Effect Concentration (NOEC) for survival and reproduction or growth. Results that cannot be quantified (i.e., a "less than" NOEC value) are not acceptable, and a retest must be performed. The WET limit of $\text{NOEC} \geq 78\%$ ($\text{TU}_c \leq 128$) must be represented by a dilution, which must also be the middle dilution if the WET limit NOEC is other than 100%. Express the results as Chronic Toxicity Units (TU_c) by dividing $100/\text{NOEC}$. Report the LC_{50} for each chronic test at the 48-hour point, and the IC_{25} , if calculable, with the NOEC in the required test report. Test procedures and reporting shall be in accordance with the WET testing methods cited in 40 CFR 136.3. Any retest of an unacceptable test must be performed within the same testing period as the unacceptable test.
- b. The test data will be evaluated statistically by DEQ for reasonable potential at the conclusion of the test period. The data may be evaluated sooner if requested by the permittee, or if toxicity has been noted. Should DEQ evaluation of the data indicate a limit is needed, the permit may be modified, or alternatively, revoked and reissued to include a WET limitation and compliance schedule. Following written notification from DEQ of the need for a WET limitation in the permit, the toxicity tests of Part I.F.1.a may be discontinued.
- c. The permit may be modified or revoked and reissued to include pollutant specific limits should it be demonstrated that toxicity is due to specific parameters. The pollutant specific limits must control the toxicity of the effluent.

2. Reporting Schedule

The permittee shall report the results of the WET testing on the DMR due the 10th of the month following the receipt of the test report, as well as submit the test report to the DEQ Blue Ridge Regional Office. The permittee shall submit a copy of the WET test reports to the DEQ Regional Office for the periods specified as specified below:

<u>Monitoring Period</u>	<u>Testing Period</u>	<u>Report Submittal Date</u>
1 st Annual	January 1 – December 31, 2025	January 10, 2026
2 nd Annual	January 1 – December 31, 2026	January 10, 2027
3 rd Annual	January 1 – December 31, 2027	January 10, 2028
4 th Annual	January 1 – December 31, 2028	January 10, 2029
5 th Annual	January 1 – December 31, 2029	January 10, 2030

CONDITIONS APPLICABLE TO ALL VPDES PERMITS

A. MONITORING

1. Samples and measurements required by this permit shall be taken at the permit designated or approved location and be representative of the monitored activity.
 - a. Monitoring shall be conducted according to procedures approved under Title 40 Code of Federal Regulations Part 136 or alternative methods approved by the U.S. Environmental Protection Agency, unless other procedures have been specified in this permit.
 - b. The permittee shall periodically calibrate and perform maintenance procedures on all monitoring and analytical instrumentation at intervals that will ensure accuracy of measurements.
 - c. Samples taken shall be analyzed in accordance with 1VAC30-45, Certification for Noncommercial Environmental Laboratories, or 1VAC30-46, Accreditation for Commercial Environmental Laboratories.
2. Any pollutant specifically addressed by this permit that is sampled or measured at the permit designated or approved location more frequently than required by this permit shall meet the requirements in Part II.A.1.a through c above and the results of this monitoring shall be included in the calculations and reporting required by this permit.
3. Operational and process control samples or measurements for the parameters listed in the permit shall not be taken at the designated permit sampling or measurement locations. Operational or process control samples or measurements do not need to follow procedures approved under Title 40 Code of Federal Regulations Part 136 or be analyzed in accordance with 1VAC30-45, Certification for Noncommercial Environmental Laboratories, or 1VAC30-46, Accreditation for Commercial Environmental Laboratories.

B. RECORDS

1. Records of monitoring information shall include:
 - a. The date, exact place, and time of sampling or measurements;
 - b. The individual(s) who performed the sampling or measurements;
 - c. The date(s) and time(s) analyses were performed;
 - d. The individual(s) who performed the analyses;
 - e. The analytical techniques or methods used; and
 - f. The results of such analyses.
2. Except for records of monitoring information required by this permit related to the permittee's sewage sludge use and disposal activities, which shall be retained for a period of at least five years, the permittee shall retain records of all monitoring information, including all calibration and maintenance records and all recordings for continuous monitoring instrumentation, copies of all reports required by this permit, and records of all data used to complete the application for this permit, for a period of at least 3 years from the date of the sample, measurement, report or application. This period of retention shall be extended automatically during the course of any unresolved litigation regarding the regulated activity or regarding control standards applicable to the permittee, or as requested by the Department.

C. REPORTING MONITORING RESULTS

1. The permittee shall submit to the Department the results of the monitoring required by this permit not later than the 10th day of the month after the required monitoring period, unless another reporting schedule is specified elsewhere in this permit.
2. Monitoring results shall be reported on a Discharge Monitoring Report (DMR) or on forms provided, approved or specified by the Department.
3. Calculations for all limitations which require averaging of measurements shall utilize an arithmetic mean unless otherwise specified in this permit.

D. DUTY TO PROVIDE INFORMATION

The permittee shall furnish to the Department, within a reasonable time, any information which the Department may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this permit or to determine compliance with this permit. The Department may require the permittee to furnish, upon request, such

plans, specifications, and other pertinent information as may be necessary to determine the effect of the wastes from his discharge on the quality of state waters, or such other information as may be necessary to accomplish the purposes of the State Water Control Law. The permittee shall also furnish to the Department upon request, copies of records required to be kept by this permit.

E. COMPLIANCE SCHEDULE REPORTS

Reports of compliance or noncompliance with, or any progress reports on, interim and final requirements contained in any compliance schedule of this permit shall be submitted no later than 14 days following each schedule date.

F. UNAUTHORIZED DISCHARGES

Except in compliance with this permit, or another permit issued by the Department, it shall be unlawful for any person to:

1. Discharge into state waters sewage, industrial wastes, other wastes, or any noxious or deleterious substances; or
2. Otherwise alter the physical, chemical or biological properties of such state waters and make them detrimental to the public health, or to animal or aquatic life, or to the use of such waters for domestic or industrial consumption, or for recreation, or for other uses.

G. REPORTS OF UNAUTHORIZED DISCHARGES

Any permittee who discharges or causes or allows a discharge of sewage, industrial waste, other wastes or any noxious or deleterious substance into or upon state waters in violation of Part II.F; or who discharges or causes or allows a discharge that may reasonably be expected to enter state waters in violation of Part II.F, shall notify the Department of the discharge immediately upon discovery of the discharge, but in no case later than 24 hours after said discovery. A written report of the unauthorized discharge shall be submitted to the Department, within five days of discovery of the discharge. The written report shall contain:

1. A description of the nature and location of the discharge;
2. The cause of the discharge;
3. The date on which the discharge occurred;
4. The length of time that the discharge continued;
5. The volume of the discharge;
6. If the discharge is continuing, how long it is expected to continue;
7. If the discharge is continuing, what the expected total volume of the discharge will be; and
8. Any steps planned or taken to reduce, eliminate and prevent a recurrence of the present discharge or any future discharges not authorized by this permit.

Discharges reportable to the Department under the immediate reporting requirements of other regulations are exempted from this requirement.

H. REPORTS OF UNUSUAL OR EXTRAORDINARY DISCHARGES

If any unusual or extraordinary discharge including a bypass or upset should occur from a treatment works and the discharge enters or could be expected to enter state waters, the permittee shall promptly notify, in no case later than 24 hours, the Department by telephone after the discovery of the discharge. This notification shall provide all available details of the incident, including any adverse effects on aquatic life and the known number of fish killed. The permittee shall reduce the report to writing and shall submit it to the Department within five days of discovery of the discharge in accordance with Part II.I.2. Unusual and extraordinary discharges include but are not limited to any discharge resulting from:

1. Unusual spillage of materials resulting directly or indirectly from processing operations;
2. Breakdown of processing or accessory equipment;
3. Failure or taking out of service some or all of the treatment works; and

4. Flooding or other acts of nature.

I. REPORTS OF NONCOMPLIANCE

The permittee shall report any noncompliance which may adversely affect state waters or may endanger public health.

1. An oral report shall be provided within 24 hours from the time the permittee becomes aware of the circumstances. The following shall be included as information which shall be reported within 24 hours under this paragraph:
 - a. Any unanticipated bypass; and
 - b. Any upset which causes a discharge to surface waters.
2. A written report shall be submitted within 5 days and shall contain:
 - a. A description of the noncompliance and its cause;
 - b. The period of noncompliance, including exact dates and times, and if the noncompliance has not been corrected, the anticipated time it is expected to continue; and
 - c. Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance.

The Department may waive the written report on a case-by-case basis for reports of noncompliance under Part II.I if the oral report has been received within 24 hours and no adverse impact on state waters has been reported.

3. The permittee shall report all instances of noncompliance not reported under Parts II.I.1 or 2, in writing, at the time the next monitoring reports are submitted. The reports shall contain the information listed in Part II.I.2.
4. **The immediate (within 24 hours) reports required in Part II G, H and I shall be made to the department's regional office. Reports may be made by telephone or online at <https://www.deq.virginia.gov/our-programs/pollution-response>. For reports outside normal working hours, the online portal shall be used. For emergencies, call the Virginia Department of Emergency Management's Emergency Operations Center (24-hours) at 1-800-468-8892.**

J. NOTICE OF PLANNED CHANGES

1. The permittee shall give notice to the Department as soon as possible of any planned physical alterations or additions to the permitted facility. Notice is required only when:
 - a. The permittee plans alteration or addition to any building, structure, facility, or installation from which there is or may be a discharge of pollutants, the construction of which commenced:
 - (1) After promulgation of standards of performance under Section 306 of Clean Water Act which are applicable to such source; or
 - (2) After proposal of standards of performance in accordance with Section 306 of Clean Water Act which are applicable to such source, but only if the standards are promulgated in accordance with Section 306 within 120 days of their proposal;
 - b. The alteration or addition could significantly change the nature or increase the quantity of pollutants discharged. This notification applies to pollutants which are subject neither to effluent limitations nor to notification requirements specified elsewhere in this permit; or
 - c. The alteration or addition results in a significant change in the permittee's sludge use or disposal practices, and such alteration, addition, or change may justify the application of permit conditions that are different from or absent in the existing permit, including notification of additional use or disposal sites not reported during the permit application process or not reported pursuant to an approved land application plan.
2. The permittee shall give advance notice to the Department of any planned changes in the permitted facility or activity which may result in noncompliance with permit requirements.

K. SIGNATORY REQUIREMENTS

1. Applications. All permit applications shall be signed as follows:
 - a. For a corporation: by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the

regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

- b. For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or
 - c. For a municipality, state, federal, or other public agency: By either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a public agency includes: (i) The chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.
2. Reports, etc. All reports required by permits, and other information requested by the Department shall be signed by a person described in Part II.K.1, or by a duly authorized representative of that person. A person is a duly authorized representative only if:
 - a. The authorization is made in writing by a person described in Part II.K.1;
 - b. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position.); and
 - c. The written authorization is submitted to the Department.
 3. Changes to authorization. If an authorization under Part II.K.2 is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of Part II.K.2 shall be submitted to the Department prior to or together with any reports, or information to be signed by an authorized representative.
 4. Certification. Any person signing a document under Parts II.K.1 or 2 shall make the following certification: "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

L. DUTY TO COMPLY

The permittee shall comply with all conditions of this permit. Any permit noncompliance constitutes a violation of the State Water Control Law and the Clean Water Act, except that noncompliance with certain provisions of this permit may constitute a violation of the State Water Control Law but not the Clean Water Act. Permit noncompliance is grounds for enforcement action; for permit termination, revocation and reissuance, or modification; or denial of a permit renewal application.

The permittee shall comply with effluent standards or prohibitions established under Section 307(a) of the Clean Water Act for toxic pollutants and with standards for sewage sludge use or disposal established under Section 405(d) of the Clean Water Act within the time provided in the regulations that establish these standards or prohibitions or standards for sewage sludge use or disposal, even if this permit has not yet been modified to incorporate the requirement.

M. DUTY TO REAPPLY

If the permittee wishes to continue an activity regulated by this permit after the expiration date of this permit, the permittee shall apply for and obtain a new permit. All permittees with a currently effective permit shall submit a new application at least 180 days before the expiration date of the existing permit, unless permission for a later date has been granted by the Department. The Department shall not grant permission for applications to be submitted later than the expiration date of the existing permit.

N. EFFECT OF A PERMIT

This permit does not convey any property rights in either real or personal property or any exclusive privileges, nor does it authorize any injury to private property or invasion of personal rights, or any infringement of federal, state or local law or regulations.

O. STATE LAW

Nothing in this permit shall be construed to preclude the institution of any legal action under, or relieve the permittee from any responsibilities, liabilities, or penalties established pursuant to any other state law or regulation or under authority preserved by Section 510 of the Clean Water Act. Except as provided in permit conditions on "bypassing" (Part II.U), and "upset" (Part II.V) nothing in this permit shall be construed to relieve the permittee from civil and criminal penalties for noncompliance.

P. OIL AND HAZARDOUS SUBSTANCE LIABILITY

Nothing in this permit shall be construed to preclude the institution of any legal action or relieve the permittee from any responsibilities, liabilities, or penalties to which the permittee is or may be subject under Sections 62.1-44.34:14 through 62.1-44.34:23 of the State Water Control Law.

Q. PROPER OPERATION AND MAINTENANCE

The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the permittee to achieve compliance with the conditions of this permit. Proper operation and maintenance also includes effective plant performance, adequate funding, adequate staffing, and adequate laboratory and process controls, including appropriate quality assurance procedures. This provision requires the operation of back-up or auxiliary facilities or similar systems which are installed by the permittee only when the operation is necessary to achieve compliance with the conditions of this permit.

R. DISPOSAL OF SOLIDS OR SLUDGES

Solids, sludges or other pollutants removed in the course of treatment or management of pollutants shall be disposed of in a manner so as to prevent any pollutant from such materials from entering state waters.

S. DUTY TO MITIGATE

The permittee shall take all reasonable steps to minimize or prevent any discharge or sludge use or disposal in violation of this permit which has a reasonable likelihood of adversely affecting human health or the environment.

T. NEED TO HALT OR REDUCE ACTIVITY NOT A DEFENSE

It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit.

U. BYPASS

1. "Bypass" means the intentional diversion of waste streams from any portion of a treatment facility. The permittee may allow any bypass to occur which does not cause effluent limitations to be exceeded, but only if it also is for essential maintenance to assure efficient operation. These bypasses are not subject to the provisions of Parts II.U.2 and U.3.
2. Notice
 - a. Anticipated bypass. If the permittee knows in advance of the need for a bypass, prior notice shall be submitted, if possible at least ten days before the date of the bypass.
 - b. Unanticipated bypass. The permittee shall submit notice of an unanticipated bypass as required in Part II.I.

3. Prohibition of bypass
 - a. Bypass is prohibited, and the Department may take enforcement action against a permittee for bypass, unless:
 - (1) Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
 - (2) There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and
 - (3) The permittee submitted notices as required under Part II.U.2.
 - b. The Department may approve an anticipated bypass, after considering its adverse effects, if the Department determines that it will meet the three conditions listed above in Part II.U.3.a.

V. UPSET

1. An upset constitutes an affirmative defense to an action brought for noncompliance with technology based permit effluent limitations if the requirements of Part II.V.2 are met. A determination made during administrative review of claims that noncompliance was caused by upset, and before an action for noncompliance, is not a final administrative action subject to judicial review.
2. A permittee who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
 - a. An upset occurred and that the permittee can identify the cause(s) of the upset;
 - b. The permitted facility was at the time being properly operated;
 - c. The permittee submitted notice of the upset as required in Part II.I; and
 - d. The permittee complied with any remedial measures required under Part II.S.
3. In any enforcement proceeding the permittee seeking to establish the occurrence of an upset has the burden of proof.

W. INSPECTION AND ENTRY

The permittee shall allow the Director, or an authorized representative, upon presentation of credentials and other documents as may be required by law, to:

1. Enter upon the permittee's premises where a regulated facility or activity is located or conducted, or where records must be kept under the conditions of this permit;
2. Have access to and copy, at reasonable times, any records that must be kept under the conditions of this permit;
3. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this permit; and
4. Sample or monitor at reasonable times, for the purposes of assuring permit compliance or as otherwise authorized by the Clean Water Act and the State Water Control Law, any substances or parameters at any location.

For purposes of this section, the time for inspection shall be deemed reasonable during regular business hours, and whenever the facility is discharging. Nothing contained herein shall make an inspection unreasonable during an emergency.

X. PERMIT ACTIONS

Permits may be modified, revoked and reissued, or terminated for cause. The filing of a request by the permittee for a permit modification, revocation and reissuance, or termination, or a notification of planned changes or anticipated noncompliance does not stay any permit condition.

Y. TRANSFER OF PERMITS

1. Permits are not transferable to any person except after notice to the Department. Except as provided in Part II.Y.2, a permit may be transferred by the permittee to a new owner or operator only if the permit has been

modified or revoked and reissued, or a minor modification made, to identify the new permittee and incorporate such other requirements as may be necessary under the State Water Control Law and the Clean Water Act.

2. As an alternative to transfers under Part II.Y.1, this permit may be automatically transferred to a new permittee if:
 - a. The current permittee notifies the Department at least 30 days in advance of the proposed transfer of the title to the facility or property;
 - b. The notice includes a written agreement between the existing and new permittees containing a specific date for transfer of permit responsibility, coverage, and liability between them; and
 - c. The Department does not notify the existing permittee and the proposed new permittee of its intent to modify or revoke and reissue the permit. If this notice is not received, the transfer is effective on the date specified in the agreement mentioned in Part II.Y.2.b.

Z. SEVERABILITY

The provisions of this permit are severable, and if any provision of this permit or the application of any provision of this permit to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this permit, shall not be affected thereby.

A RESOLUTION TO ADOPT AND EFFECT THE CONTINUATION OF GOVERNANCE FOR THE TOWN OF AMHERST FOR THE JANUARY 1, 2025 – DECEMBER 31, 2026 COUNCIL TERM.

WHEREAS, various provisions of Code of Virginia, the Town Charter and the Town Code as well as tradition indicate that the Town Council of the Town of Amherst, Virginia, should take certain actions following an election,

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Amherst, Virginia, that the following organizational plan shall apply for the January 1, 2025 – December 31, 2026 Council term:

1. **Election of Vice Mayor:** Pursuant to Article III, Section 3.01(9) of the Town Charter, Andra A. Higginbotham shall be elected Vice Mayor.
2. **Continuation of Policies:**
 - 2.1 Pursuant to Article III, Section 3.01(10) of the Town Charter, Section 2-31 of the Town Code which establishes the regular date and place of the **regular monthly Town Council meeting** is hereby affirmed. Regular meetings shall begin at 7:00 PM. Special meetings may be called as per Section 3.01 (10) of the Town Charter.
 - 2.2 The **rules of conduct** for the meetings of the Town Council as established in the Rules of Procedure of the Town Council, adopted January 12, 2022, are hereby affirmed.
 - 2.3 The **Code of Ethics** for the Town Council, as adopted on January 11, 2017, is hereby affirmed.
 - 2.4 The **Invocation Policy** for the Town Council, as adopted on January 11, 2017, is hereby affirmed.
 - 2.5 The **Personnel Policy** adopted on June 14, 2006, effective on July 1, 2006 and last amended on February 8, 2023 is hereby affirmed.
 - 2.6 The **Procurement Policy** adopted on December 13, 2017, and last amended on March 8, 2023 is hereby affirmed.
 - 2.7 The **Policy for the Development of Agendas and Presentations** to the Town Council shall be as follows:

Most items considered by the Town Council are routine in nature or are arranged by the Town Manager. Some items are developed and presented by members of the Town Council or any of its various committees, boards and commissions. Materials supporting such issues are to be developed and distributed to the members of the Town Council as soon as practical or, at a minimum, along with the agenda materials.

There are times when residents of the Town of Amherst, Town business operators, or other individuals desire to speak before the Town Council or request the Town Council to take action or otherwise react on a specific issue. The Town Council has found it difficult to appropriately respond in a timely manner if sufficient notice of the request is not given. Therefore, it is the policy of the Town Council of the Town of Amherst

to require that a reproducible (8 ½ x 11) written description of any item to be considered be submitted to the Town Manager by 5:00 PM on the first Wednesday of the month for the meeting to be held that month. Individuals are reminded that such information becomes public information, subject to the Freedom of Information Act, upon receipt at the Town Hall.

However, the Town Council feels that Town residents and business operators have the right to address the Town Council on any issue that may involve the Town. Any individual desiring to speak before the Council who has not met the deadline requirement noted above 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 will be at the discretion of the Mayor. It is the Town Council's policy that agendas for regular monthly Town Council meetings will include time reserved at both the beginning and end of the meeting for hearing public comments.

The Town Council may waive this policy if it finds that strict adherence to its language is too restrictive.

3. **Town Depository:** Pursuant to Article III, Section 3.01(15) of the Town Charter, all banks currently operating a branch inside the corporate limits of the Town of Amherst (Truist, Bank of the James and First National Bank) and SunTrust Bank, VML/VACO Virginia Investment Pool and the Local Government Investment Pool shall be considered approved places of deposit for Town funds. The Mayor, Town Manager and Treasurer are hereby authorized to execute all papers necessary to continue or effect new accounts.
4. **Standing Council Committee Appointments:** The authority of the Town Council to appoint standing committees is established in Section 2-29 of the Town Code. The purpose of standing committees is (a) to facilitate policy decisions by the Town Council via review, preliminary discussion and investigation of various matters during preparation of their reports to the Town Council and (b) to act in an advisory capacity to the Town Manager and department heads but not to supplant the authority of either the Town Council or management. At the January 28, 2023 meeting, Council decided to abolish all standing committees. At this time, the practice is continued, and staff will work with Council to establish dates for bi-monthly work sessions to review the items that would typically go to a committee.
5. **Staff Appointments:** The following staff appointments are hereby made for the January 1, 2025 – December 31, 2026 Town Council term. The effect of this resolution shall be to appoint all individuals subject to the authority granted to the Town Council by the Town Charter.
 - 5.1 **Town Manager** - Pursuant to Article III, Section 3.01 (21), (22), (23) and (24) of the Town Charter, Sara E. McGuffin is hereby appointed Town Manager with duties and authorities as outlined in the Town Code, the Charter, and the Code of Virginia and as may be assigned by the Town Council from time to time.
 - 5.2 **Town Clerk** – Pursuant to Section 2-89 of the Town Code, Vicki K. Hunt is hereby appointed Town Clerk with all duties and authorities as described in the Town Code.
 - 5.3 **Town Treasurer** – Pursuant to Section 2-90 of the Town Code, Tracie L. Morgan is hereby appointed Town Treasurer with all duties and authorities as described in the

Town Code. These duties shall be considered in addition to her duties as Office Manager and Deputy Town Manager.

5.4 **Town Attorney** – Pursuant to Section 2-91 of the Town Code, the firm of Sands Anderson is hereby appointed Town Attorney with all duties and authorities as described in the Town Code. Remuneration shall be continued on a contractual basis.

5.5 **Chief of Police** – Pursuant to Section 2-92 of the Town Code, C Ryan Watts is hereby appointed Chief of Police with all duties and authorities as described in the Town Code.

5.6 **Town Engineer** – Herbert F. White, III is hereby appointed Town Engineer with duties as assigned from time to time by the Town Council or Town Manager. Contract renewal and remuneration shall be continued on a annual contractual basis.

6. Board Appointments:

6.1 Pursuant to Article II, Section 2 of the November 2018 **Central Virginia Planning District Commission** charter, Dwayne Tuggle and Sara McGuffin are hereby appointed to that board for the January 1, 2025 – December 31, 2026 term.

6.2 Pursuant to Article III, Section 1 of the July 2019 **Central Virginia Transportation Planning Council** (MPO) bylaws, Dwayne Tuggle and Sara McGuffin are hereby appointed to that board for the January 1, 2025 – December 31, 2026 term.

6.3 Pursuant to Section 18.1-1403 of the Town Code, Janice N. Wheaton is appointed as the Town Council’s representative on the **Town of Amherst Planning Commission** for a term to expire on December 31, 2026.

It is the intent of the Town Council that the terms for all appointments made by this resolution shall continue beyond the January 1, 2025 – December 31, 2026 Town Council term of office until successors are duly appointed.

This Resolution was adopted by the Town Council of the Town of Amherst on January 8th, 2025.

Mayor Dwayne Tuggle

Attest:

PERSONNEL POLICIES
OF THE
TOWN OF AMHERST, VIRGINIA



Effective July 1, 2006
Amended through February 8, 2023

PERSONNEL POLICIES

I. Purpose

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- B. Full-time Employee
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- D. Part-time Employee
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- F. Supervisor
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 - 4 FMLA Benefits
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VIII. Employee Development

IX. Performance Appraisals

X. Health and Safety

- A. Workers' Compensation
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- C. Medical Insurance
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XI. Electronic Communications

- A. Internet
- B. Consent to Monitoring
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XII. Alcohol & Drug Free Workplace

- A. Employee Responsibilities
- B. Drug & Alcohol Testing
- C. Procedure for Testing

XIII. Political Activity

XIV. Freedom of Information Act

XV. Smoking in Workplace

XVI. Discipline and Grievances

- A. Disciplinary Actions
- B. Notification
- C. Grievance

XVII. Termination of Employment

- A. Resignation
- B. Lay-off
- C. Termination for Inability to Perform
- D. Severance Pay

XVIII. In-Service Activities

- A. Motor Vehicles and Mileage Reimbursement

XIX. Grievances

XX. Modification of Policies

I. PURPOSE

The objective of these Personnel Policies (“Policies”) is to provide a uniform system of personnel administration for the staff of the Town of Amherst (“Town”), based on merit principles, equitable compensation, open competition in hiring and advancement, and equal employment opportunities.

It is the policy of the Town to establish reasonable rules of employment conduct (i.e., guidelines for management and employees to follow) and to ensure compliance with these rules through a program consistent with the best interests of the Town and its employees. THIS MANUAL IS NOT, AND SHALL NOT BE CONSTRUED AS, AN EXPLICIT OR IMPLIED CONTRACT, SHALL NOT MODIFY ANY EXISTING AT-WILL STATUS OF ANY TOWN EMPLOYEE, AND SHALL NOT CREATE ANY DUE PROCESS REQUIREMENT IN EXCESS OF FEDERAL OR STATE CONSTITUTIONAL OR STATUTORY REQUIREMENTS. THE TERM AT-WILL MEANS EMPLOYEES CAN TERMINATE OR BE TERMINATED AT WILL. EXCEPTIONS ARE EMPLOYEES HAVING WRITTEN CONTRACTS APPROVED BY THE TOWN COUNCIL AND SIGNED BY THE MAYOR.

Additionally, it is the policy of the Town to strive for safety in all activities and operations, and to carry out the commitment of compliance with health and safety laws applicable to the Town by enlisting the help of all employees to ensure that public and work areas are free of hazardous conditions.

II. DEFINITIONS

Whenever responsibilities fall to the Manager under these Policies, he or she may designate another to fulfill his or her responsibilities.

- A. **Exempt Employee** – a salaried employee who performs executive, administrative or professional duties as defined under the Fair Labor Standards Act and its regulations. Full-time, part-time, and temporary employees may be exempt.
- B. **Full-time Employee** – an individual hired on either a salary or wage basis for an established position for an indefinite term who is expected to work a minimum of 28 hours a week.
- C. **Manager** – the Town Manager as appointed by the Town Council.
- D. **Part-time Employee** – an individual hired on either a salary or wage basis for an established position for an indefinite term who is expected to work an established period of time that is less than 28 hours per week.
- E. **Probationary Employee** – a full-time or part-time employee who has worked for the Town for less than three months.
- F. **Supervisor** – an exempt employee that has subordinate employees.
- G. **Temporary Employee** – an individual hired on a term basis, e.g., day, week, period of months or on a project basis.

III. EQUAL EMPLOYMENT OPPORTUNITY

A. Policy Statement

It is the policy of the Town to provide equal opportunity in employment and to administer employment policies without regard to race, color, religion, sex, age, national origin, or disability. This policy applies to every aspect of employment practices including, but not limited to the following:

1. Recruiting, hiring and promoting in all job classifications without regard to race, color, religion, sex, age, national origin, political affiliation or disability, except where such a factor can be demonstrated as a bona fide occupational qualification.
2. All decisions for hiring or promotions shall be based solely upon each individual's qualifications for the position to be filled.
3. Other personnel actions such as compensation, benefits, transfers, layoffs, training, assignments, will be administered without regard to race, color, religion, national origin, sex, age, political affiliation or disability.

B. Harassment

The Town of Amherst is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, the Town will not tolerate unlawful harassment of its employees by anyone, including any supervisor, co-worker, or third party. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's race, color, national origin, religion, age, sex, gender or disability. Harassment that affects job benefits, interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment will not be tolerated.

Harassment may include derogatory remarks, epithets, offensive jokes, the display or circulation of offensive printed, visual or electronic, or offensive physical actions. Unwelcome sexual advances, requests for sexual favors, or other physical, verbal or visual conduct based on sex constitutes harassment when (1) submission to the conduct is required as a term or condition of employment or is the basis for employment action, or (2) the conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive workplace. Sexual harassment may include sexual propositions, innuendo, suggestive comments, sexually oriented jokes or teasing, or unwelcome physical contact such as patting, pinching, or brushing against another.

All Town of Amherst employees are responsible for helping to enforce this policy against harassment. Any employee who has been the victim of prohibited harassment or who has witnessed such harassment must immediately notify his supervisor so the situation can be promptly investigated and remedied. If it is the supervisor who is responsible for the harassment or reporting the situation to the supervisor fails to remedy the situation, complaints of harassment must immediately be reported to the Town Manager. If an employee believes it would be inappropriate to discuss the matter with the Town Manager, the employee may report it to the Mayor.

It is the Town of Amherst's policy to investigate all harassment complaints thoroughly and promptly. To the fullest extent practicable, the Town of Amherst will maintain the confidentiality of those involved. If an investigation confirms that harassment has occurred, the Town of Amherst will take corrective action. Corrective action may include discipline up to and including immediate termination of employment. The Town of Amherst forbids retaliation against anyone who has reported harassment or who has cooperated in the investigation of harassment complaints.

C. Violence in the Workplace

It is the policy of the Town of Amherst to prohibit workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the Town or which occur on Town property, will not be tolerated.

Acts or threats of violence include conduct that is sufficiently severe, offensive, or intimidating to alter the employment conditions at the Town of Amherst, or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on the Town of Amherst's premises, regardless of the relationship between Town of Amherst and the parties involved.
2. All threats or acts of violence occurring off Town of Amherst 's premises involving someone who is acting in the capacity of a representative of Town of Amherst.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to, the following:

1. Hitting or shoving an individual.
2. Threatening an individual or his/her family, friends, associates, or property with harm.
3. Intentional destruction or threatening to destroy any Town of Amherst property.
4. Making harassing or threatening phone calls.
5. Harassing surveillance or stalking (following or watching someone).
6. Unauthorized possession or inappropriate use of firearms or weapons.

The Town of Amherst 's prohibition against threats and acts of violence applies to all persons involved in Town of Amherst 's operation, including but not limited to personnel, contract and temporary workers, and anyone else on Town of Amherst property. Violations of this policy by any individual on Town of Amherst property will lead to disciplinary action, up to and including termination and/or legal action as appropriate.

Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to the supervisor. If it is the supervisor who is responsible for the alleged harassment or reporting the situation to the supervisor fails to remedy the situation, complaints of harassment must immediately be reported to the Town Manager. If an employee believes it would be inappropriate to discuss the matter with the Town Manager, the employee shall report it to the Mayor.

D. Accommodating Individuals with Disabilities

The Town provides equal employment opportunities to qualified individuals with disabilities. Reasonable accommodations will be provided to a qualified employee or applicant with a disability when that employee or applicant requests an accommodation. A qualified employee or applicant is one who is able to perform the essential functions of the job with or without accommodation. A request for an accommodation will be denied if the accommodation is not shown to be effective, places an undue burden on the Town, or if the employee poses a direct threat to the health and safety of him or herself or others.

E. Violations

An employee who believes that any portion of this policy is being violated should (1) inform the offending person(s) that the conduct is unwelcome and (2) report it immediately to the supervisor. **The report should be made in writing;** however, a report will also be accepted by phone or in person.

Charges will be promptly and thoroughly investigated and corrective actions taken if the charge is founded. If it is determined that a violation has occurred, appropriate relief for the employee(s) bringing the complaint and appropriate disciplinary action, up to and including discharge, against the person(s) who violated the policy will follow.

A non-employee who subjects an employee to harassment in the workplace will be informed of the Town's policy and appropriate actions will be taken to protect the employee from future harassing conduct.

In all cases, the Town will make follow-up inquiries to ensure that the harassment has not resumed.

An employee violating this policy will be subject to disciplinary action, including termination. The employee who brought the complaint will be provided information on the outcome of the investigation.

F. Retaliation

Retaliation is illegal and contrary to the policy of the Town. Employees who bring complaints of discrimination or who identify potential violations, witnesses interviewed during the investigation, and others who may have opposed discriminatory conduct are protected from retaliatory acts.

If an employee believes that he or she is being retaliated against, a written report should be made to the manager. Those who are found to be acting in a retaliatory manner will be disciplined for such conduct.

IV. RECRUITMENT AND SELECTION

A. Open Positions

All positions shall be open to all individuals who meet the minimum requirements for the position. The recruitment objective is to obtain well-qualified applicants for all vacancies and selection shall be based on the best-qualified person available at the pay offered for the particular position.

First consideration will be given to current employees who desire to fill an open position, if the current employee is qualified for the position and if the placement best serves the needs of the Town. The Manager may carry out open competition to fill any vacancy.

Employment decisions shall be handled in a manner consistent with the Virginia Conflicts of Interest Act.

B. Probationary Period

All new full-time and part-time employees serve a three month probationary period. During this period the employee must show that he or she is capable and willing to perform the job satisfactorily. At the end of the probationary period the employee will be evaluated by the manager to determine satisfactory performance. If satisfactory performance is attained the employee will be entitled to all the benefits of non-probationary status including utilization of the grievance procedure. In establishing a probationary period, the Town does not abrogate or modify in any way the employment-at-will status that applies to its employment relationship with all employees.

C. Hiring Authority

The manager has complete authority for hiring, promoting and discharging employees in accordance with these policies. The manager has the responsibility and authorization for administering the personnel system established by these policies.

D. Operators of Town-Owned Motor Vehicles

- All drivers of Town owned, leased or otherwise operated vehicles must have a valid and appropriate license for the vehicle to be driven.
- Only Town employees, including those individuals working in a contract employee capacity, are authorized to drive Town vehicles.
- There shall be no personal use made of Town vehicles. Incidental and minimal use, such as travel to or from lunch or for minor personal errands on the way to or from work or during lunch break, if the errand requires only a minor deviation from the normal route traveled, shall be excepted from this provision.
- There shall be no non-employee use of Town vehicles.

- Permission from a supervisor shall be obtained before an individual who is not a Town employee is allowed to ride as a passenger in a Town vehicle.
- Employees are to use hands-free mobile communication devices unless the vehicle is pulled off of the road in a safe location.

~~E. Police Department Residency Policy~~

~~Background:~~

~~The Town Council of the Town of Amherst has determined that it is desirable for police officers employed by the town of Amherst to live in the Town for the following reasons:~~

- ~~1. Availability of such officers to work in the event of emergency, inclement weather, vehicle breakdown, etc.;~~
- ~~2. Enhanced safety of individuals who live in the same neighborhood as a police officer. This will also help make those neighborhoods more desirable and therefore positively influence property values; and~~
- ~~3. Reduced Town costs due to lower gasoline expenses and less wear and tear on police vehicles.~~

~~Policy:~~

~~All sworn officers employed by the town of Amherst Police Department on a full-time basis shall be residents of the Town of Amherst or live in a permanent residence within five miles of the corporate limits of the Town of Amherst within 9 months of their first day on the job and must continue to live within this specified area as a condition of continued employment.~~

V. OUTSIDE EMPLOYMENT

The town considers itself to be the primary employer for all employees who are not temporary or part-time, and requires that activities away from the job must not adversely affect the employee's job performance or compromise the Town's interest.

Before seeking or accepting outside or self-employment, employees are cautioned to consider carefully the demands that such additional employment will create. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, refusal to travel, or refusal to work overtime or different hours. In addition, prior written permission must be obtained from the manager before such activities are commenced.

Employees will also avoid conflicts of interest and situations that give the appearance of the conflict of interest. Except for work done as a Town employee, the Town's public works employees are not to install water or sewer facilities, whether they are to be owned and operated by the Town or privately owned, that are or reasonably could be expected to connect to the Town's system.

In addition, employees are not to conduct any outside business during paid working time.

VI. EMPLOYEE COMPENSATION

The total compensation of employees consists of the regular pay and authorized overtime pay for full-time employees, the employer's contributions to employee benefits, holiday pay, and various forms of leave with pay. Part-time and temporary employees may also receive leave in certain circumstances. Leave policies, found in Section VI, should be reviewed.

A. Pay and Classifications; Compensation Plan

1. The compensation plan for employees of the Town shall consist of:
 - a. A classification system for all classified jobs.
 - b. A pay grade that sets a pay range for each classified position.
2. The rates of pay for each employee within a pay grade shall be set by the manager, upon recommendation from the subordinate supervisor (if any) and subject to approval by the Town Council. The normal entrance rate of pay for new employees shall be at the lower end of the pay grade for the position.
3. The Town Council shall consider updating the compensation plan annually concurrently with the Town budget process.

B. Hours of Work

1. The employee's supervisor shall establish the hours of work for all Town employees under his direction. The standard scheduled workweek for full time employees for which pay is paid consists of 40 hours, generally Monday through Friday.
2. Employees shall have two 15-minute rest breaks per day, which are included within the total required hours of work. Such breaks may not accumulate from one shift or one day to another. Flexible work scheduling may be used for the purpose of extending a meal break with the employee's start time being advanced or end time being extended as approved by his supervisor. Certain employees as approved by the manager have their meal break(s) included as a part of their regularly scheduled workday if required to stay on premises or duty during scheduled lunch breaks.
3. Flexible work scheduling may be considered within the standard workweek so long as the standard hours in a workweek, normally 40, are not altered. Some examples are:
 - a. Arrive earlier in the morning and leave earlier in the afternoon.
 - b. Arrive later in the morning and leave later in the afternoon.
 - c. Work four 10-hour days.
 - d. Work four 9-hour days and one 4-hour day.
 - e. Work some other similar permanent or seasonal scheduling option(s)
 - f. Add time to meal break and arrive earlier and leave later.

Other temporary or occasional flexible work schedules may include some combination of altered work start and stop times to allow employees to have medical appointments or take care of personal business during work hours without being charged leave. If flexible work

scheduling or compressed workweeks are instituted on an ongoing basis, the supervisor may approve such only after consultation with the manager.

4. If an employee is unable to report for work or expects to be late, the employee must contact his supervisor as soon as possible but no later than the beginning of his or her scheduled work period, giving the reason for his absence or tardiness. Paid leave may or may not be approved. If an employee has difficulty reaching his supervisor, he should leave a message reporting his absence but continue to attempt to contact with his supervisor. The responsibility to notify a supervisor(s) about absences or about tardiness always rests with the employee.
5. Hours of work, schedules, and duty assignments of short duration of individual employees or work units may be altered under authorization of the supervisor or manager within the established workweek as conditions warrant. Schedules may also be adjusted to meet FMLA and ADA requirements.
6. All Town employees are expected to be available for duty in the event of a weather emergency or civil crisis. In the event of a significant local weather emergency or civil crisis, it is the duty of each employee to (a) contact his supervisor for instruction on emergency work scheduling and (b) to maintain appropriate transportation to and from his residence and the Town/work site.
7. An employee's contact with his supervisor is to be either in person or by telephone. Calls from other individuals (such as family members) or to other individuals (such as co-workers) will not suffice except in the most extreme circumstances. If an employee cannot contact his supervisor, the employee is to leave a voice mail on his supervisor's mobile telephone and follow up with a call to either to the supervisor or the Town Hall to ensure that the supervisor knows the circumstances of the employee's situation and can react accordingly. Failure to adhere to this policy will be considered leave without approval and is therefore subject to an interruption in pay.

C. Performance Increases

The Town promotes excellence in its workforce. Pay increases within budget constraints may be given to that end. Each employee's performance will be reviewed at least annually concurrently with the budget process by his supervisor, and based on satisfactory performance and contributions to the organization pay increases may be given. In exceptional circumstances an employee's pay may be increased in less than a year for meritorious service or enhanced responsibilities. Pay increases are not automatic or guaranteed.

D. Overtime

For the purposes of computing overtime under the Fair Labor Standards Act, the work period shall begin at midnight on Friday.

Unless authorized by their supervisor to do so, employees should not work over 40 hours per week. Full-time employees who are not exempt under the Fair Labor Standards Act will accrue compensatory time at the rate of time and a half for all hours actually worked

in excess of 40 hours in a week during any work period except for non-exempt full-time police officers who will accrue compensatory time at the rate of time and a half for all hours actually worked in excess of 80 hours in any 14-day work period.

It is the policy of the Town of Amherst to give compensatory time off instead of paying for overtime. Exempt employees who are required to work beyond normal hours or on weekends and holidays shall be given compensatory time off at the discretion of the manager. The manager is responsible for limiting compensatory time accrual and shall report the accrual of any employee's compensatory time above 80 hours to the Town Council. Employees shall be paid for the value of the accrued compensatory time upon termination of their Town employment at their final rate of pay concurrent with the final paycheck. As part of a supervisor's responsibility for meeting departmental budgetary limitations, he is also responsible for limiting compensatory time accrual to that end.

However, when approved full-time staff positions are vacant and increased work hours are required of non-exempt full-time employees due to such full-time staff vacancies, the manager may approve monetary compensation for overtime work subject to limits of the annual operating budget. A written report of any overtime work involving monetary compensation shall be provided to the Town Council at its next regular meeting. The Town Council must approve all other instances of monetary compensation for overtime worked.

Note: The accrual of compensatory time is limited to 240 hours by the Fair Labor Standards Act except for public safety, emergency response and seasonal activity which is limited to 480 hours (Reference 29 U.S.C. § 207(a), (k) and (o)3A) and § 9.1-701 of the Code of Virginia).

E. Bonuses

The Town Council may grant a bonus to an employee to recognize superior service to the Town.

F. Hazard Pay

The Town Manager may authorize supplemental Hazard Pay for employees that are subject to working in hazardous conditions during a declared state of emergency (either State or Local). The supplement is subject to budget constraints and the nature of the emergency and shall not be considered for duties under conditions that are a regular part or hazard of the job.

G. Retirement

The Town participates in the Virginia Retirement System for all employees eligible for retirement benefits pursuant to the rules and policies of VRS.

H. Time Cards

All employees shall complete a timesheet in the form required by the Town Manager with actual time for arrival at work and departure from work, including "clocking in" and "clocking out" for lunch and non-work activities.

Emergency or on-call work is to be noted on the timesheet as emergency/on-call work, along with vacation time, holiday, and sick leave. All non-scheduled and overtime hours are to be approved by the appropriate supervisor in advance.

Each employee is responsible for accurately completing his timesheet and turning it in to his supervisor the Monday following the end of the two-week time card cycle. Any timesheets turned in to the supervisor late will not be processed until the following pay cycle.

Each supervisor is responsible for reviewing the timesheets delivered to him by the employee and approving them. The supervisor is responsible for maintaining his own time sheet and for delivering all time sheets for his department to the payroll clerk by 5 P.M. on the Tuesday following the end of the two-week time card cycle.

OTHER THAN SUPERVISORS FOR EMPLOYEES IN HIS DEPARTMENT DUE TO EXTRAORDINARY CIRCUMSTANCES, NO EMPLOYEE MAY COMPLETE A TIME SHEET FOR ANOTHER EMPLOYEE.

I. Protective Clothing and Uniforms

The appearance of the Town of Amherst's employees is a major factor in how the Town is perceived by the residents, non-residents and business operators of the community. All Town employees are expected to maintain a clean, neat and professional appearance while on duty.

It is recognized that the style of the protective clothing and uniform worn may necessarily vary dependent on the location of the employee and the type of work that employee does. The wearing of uniforms and protective clothing for some staff employed by the Town is relative to their working environment, and so the impact on employees may vary. If the employee normally works away from a fixed location (i.e. away from the Town Hall, water plant or sewer plant) that employee should be clearly identifiable as a Town employee.

This policy addresses the clothing to be worn by employees and the financial subsidy provided by the Town of Amherst towards the cost of purchase and maintenance of such clothing. This section applies to all clothing purchased by the Town of Amherst and sets out ownership, maintenance, and replacement requirements.

Application

- A. For the purposes of this section, clothing shall be defined as anything that is worn, including but not limited to the components of a uniform, protective clothing, safety equipment and hats.
- B. The Town of Amherst will furnish every employee appropriate safety equipment required by the work that employee does, in accordance with usual and customary workplace safety standards, as per the provisions of this section.
- C. The Town of Amherst will furnish any employee required to wear a uniform in the performance of his/her usual work responsibilities clothing with accessories as per the provisions of this section.

- D. All clothing purchased by the Town is the property of the Town. Nonserviceable clothing may be replaced on a one-for-one basis by turning in the nonserviceable item. All lost or negligently damaged clothing is to be replaced at the employee's expense.
- E. Employees will be responsible for exercising reasonable care of such items and when requesting replacements due to wear or damage, are required to return the original item. Where damage to such items is a result of the employee's deliberate misconduct or is due to the employee's gross or willful negligence, the employee will be responsible for cost of replacing the item.
- F. All uniform clothing worn by Town employees shall be neat, clean in appearance and free of rips, tears, and holes and shall not be missing any required parts such as buttons, patches, and accessories and free from obvious stains and other defects. The employee's supervisor shall be responsible for ensuring that the employee is appropriately dressed while on duty.
- G. Town uniforms and protective clothing are to be worn only while going to and coming from work and while actually at work for the Town of Amherst. Under no circumstances will Town employees wear Town uniforms or Town protective clothing while not working for the Town.
- H. Employees are responsible for laundering and other normal cleaning and maintenance tasks for uniform clothing.
- I. Supervisors are responsible for inventorying all uniform items and protective clothing and procuring needed items. This responsibility may be delegated to a subordinate employee.
- J. Uniform clothing within a Town department shall be consistent in color and style as specified by the departmental supervisor.
- K. Generally, the Town of Amherst will furnish normal clothing and safety gear to all full-time water and sewer employees up to the following limits. Part-time employees shall be furnished uniforms according to their specific circumstances.

Item Provided	Initial Issue	Replacement Policy	Style
Gloves	2	As worn	Latex
Dust mask	1	Return of worn out item	
Rainwear	1	Return of worn out item	
Ear protection	1	Return of worn out item	
Hard hats	1	Return of worn out item	
Hip waders	1	Return of worn out item	
Safety goggles or glasses	1	Return of worn out item	
Gloves	2	Return of worn out item	Rubber, Leather
Identification Badge	1	Return of worn out item	Picture card
Light Coveralls	1	Return of worn out item	
Insulated Coveralls	1	Return of worn out item	
Safety Boots	1	Annual \$ 125 allowance set by manager	
Pants	6	Return of worn out item	
Short Sleeved Shirt or	12Total	Return of worn out item	

Long Sleeved Shirt		
T-shirt		
Jacket	1	Return of worn out item

L. During inclement weather (heavy rain, sleet, snow, etc.) or during emergency or extraordinary situations, the supervisor may permit personal clothing appropriate for the situation, including turn-out gear, to be worn.

Upon leaving the employ of the Town of Amherst, uniform clothing shall be returned to the employee's supervisor.

VII. HOLIDAYS AND LEAVE

A. Holidays

The following holidays are observed by the Town. Full-time employees shall be granted time off for these days without charging the time against leave balances:

- Any day on the Governor of Virginia's planned holiday schedule.
- Any other day so appointed by the Town Council.

Whenever a holiday falls on a Saturday, the Friday before the actual day shall be observed as the holiday; whenever a holiday falls on a Sunday, the Monday after the actual day shall be observed as the holiday.

Employees who are scheduled by the supervisor to work at least a 40 hour work week during a week in which a holiday falls may receive his or her base rate of pay and an additional 100% (8 hours maximum) of his/her rate of base pay as compensation for that holiday. It shall remain the supervisor's option to allow either monetary compensation in accordance with the terms of this policy or a floater holiday. If an employee receives monetary compensation for the holiday, the employee will not be eligible to receive a floater holiday. Exempt supervisors will not be eligible to receive monetary compensation for a holiday.

Any day so appointed a "holiday" by the Town Council in excess of the Governor's scheduled holidays shall be considered a "Town Hall/Town Shop Closed" day and leave time charged against annual leave for all full-time employees normally scheduled to work but not working that day. Such extra appointed holidays shall have no effect on part-time employees.

B. Leave

1. Annual Leave

Full-time employees will accrue paid annual leave for personal purposes at the following rates and shall be used on an hour for hour basis.

0-5 years	(3.69 hours/2 weeks)
5 - 10 years	(4.62 hours/2 weeks)
10-15 years	(5.55 hours/2 weeks)
15 years or more	(6.46 hours/2 weeks)

Annual leave shall be scheduled and approved in advance by the manager or supervisor. Annual leave shall not be used until all compensatory leave is used. Annual leave is not eligible at all times as the manager and supervisors have a primary obligation to insure that the Town's service to the citizens is carried out.

Each employee may accumulate a maximum of 288 hours of annual leave. Annual leave above that amount shall expire and may not be accumulated or used. Employees shall be paid for the value of the accrued vacation, not to exceed 120 hours of time to be paid out upon termination of their Town employment concurrent with the final paycheck.

Employees with previous VRS service shall be credited for that service in the calculation of their annual leave time.

2. Sick Leave

Sick leave shall accrue at the rate of 3.69 hours per two (2) weeks, and, when taken, shall be used on an hour for hour basis. Sick leave shall be used for:

- a. FMLA leave, pursuant to section D.1.
- b. Illness or injury incapacitating the employee and preventing the employee from performing assigned duties, doctor or dental appointments during working hours. Personal sick leave is charged on an hour-for-hour basis for all employees and is not considered an entitlement.
- c. An employee may elect to charge against earned sick leave credits an absence required by illness or death in the immediate family.

The "immediate family," in this application, includes only: the employee's or spouse's parents, wife, husband, children, brother, or sister, and any relative living in the household of the employee. The period of absence which may be charged against sick leave in this application may not exceed twenty-four work hours for an illness of one cause, for an injury, or for a death. Sick leave used as a result of death shall be continuous and within one week of the death.

An employee away from work for medical conditions which require absence in excess of one week or for FMLA purposes is required to (1) submit to the supervisor a written statement from the attending physician or health care provider, stating the earliest approximate date of return to duty and advising on the ability of the employee to perform the essential functions of his or her job with or without reasonable accommodations, and simultaneously (2) apply for leave under the Family and Medical Leave Act. The supervisor or manager has the prerogative of requiring a physician's or health care provider's letter with the above content prior to an absence of one week if in his or her judgment this information is necessary. Medical information and the personnel needs of the Town will be considered in determining the holding of the employee's position or placement in another position for which the employee qualifies. All medical information will be kept confidential and will be kept separate from the employee's personnel file.

Exceptions to this policy may be considered on a case-by-case basis and approved by the manager. Sick leave is charged on an hour-for-hour basis for all employees and is not considered entitlement.

Each employee may accumulate a maximum of 520 hours of sick leave. Sick leave above that amount shall expire and may not be accumulated or used. All accumulated sick leave is forfeited upon separation from employment with the Town. Accumulated sick leave is not compensable for any reason.

3. Military Leave

An employee who is a member of a reserve force of the United States or of the Commonwealth of Virginia and who is ordered by the appropriate authorities to attend a training program or who is called into emergency active duty for the purpose of aiding civil authority under the supervision of the United States or the Commonwealth of Virginia shall be granted a leave of absence with full pay during the period of such activity, not to exceed fifteen (15) consecutive calendar days for training duty and five (5) working days for emergency active duty. The Town may, by motion of council, pay any such employee the difference between his or her pay and the pay received for the military duty.

4. Military Leave Without Pay

An employee who leaves the employ of the Town to join the military forces of the United States during the time of war or other declared national emergency or who is called to service in the Virginia Militia by order of the Governor shall be placed on military leave without pay commencing on the first business day following the last day of active employment with the Town. The employee on such leave is entitled to be restored to the position he or she vacated, provided the employee makes application to the Town not later than 90 days after the date of honorable discharge or separation under honorable conditions. Job restoration is further conditioned on the position still existing and the employee being physically and mentally capable of performing the work of the vacated position. This section does not override section VII B.3.

5. Civil Leave

An employee will be given time off without charge to leave or loss of pay for (a) performing jury duty, when subpoenaed as a witness to appear before a court, public body or commission, (b) performing emergency civilian duties in connection with national defense. The period of such leave shall be only as necessary for the performance of the activity, plus any necessary travel time.

6. Workers' Compensation Leave

When an employee is unable to report to work because of incapacity that is the result of a compensable injury under the Virginia Workers' Compensation Act, the employee will receive for the first seven (7) days of absence full pay minus normal payroll deductions. The first seven days of Workers' Compensation leave will not be charged against the employee's consolidated leave balance.

If the absence is longer than seven days, the employee will receive for the period of absence the full compensation that is provided under Workers' Compensation Act. If the period of incapacity extends beyond twenty-one (21) calendar days, the employee will be required to reimburse the Town the amount of compensation awarded to the employee by the Town's workers' compensation insurance for the employee's first seven days of absence. This is an obligation owed to the Town and one which, if not reimbursed within 30 days, will be deducted from future monies (wages, terminal leave pay, etc.) owed to the employee by the Town.

7. Return to Work

This policy addresses the Town of Amherst's deliberate, organized effort to return injured employees to productive employment as early as possible, compatible with physical restrictions and good medical practices.

A strong return to work effort yields several benefits including:

- acceleration of the injured employee's recovery;
- maintenance of an experienced workforce;
- reductions in future insurance costs; and
- improved employee relations.

The Town's first responsibility is the prevention of occupational injury and illness. Despite all best efforts, injuries and illnesses do sometimes occur. It then becomes the Town's responsibility to mitigate the impact of the injury or illness on both the employee and the Town. The Town of Amherst is committed to providing transitional work, on a temporary basis.

Transitional work is defined as:

- Appropriate work to allow the resolution of the injury and to prevent re-injury.
- Modification of the job according to the medical limitations.
- Setting a positive atmosphere and letting employees ease back into a routine by adjusting work expectations/encouraging employees to adhere to therapy schedules, and explaining the need for transitional work to the employee's co-workers to reduce peer resentment.
- Since make-work projects are of little or no value, a meaningful job.
- Work assignments that are temporary. Temporary transitional work assignments will be reviewed every seven days.

Procedure

1. The employee's supervisor shall review written correspondence from a medical provider which identifies specific employee restrictions.
2. The supervisor shall review these physical restrictions and plan tasks for the employee on a temporary transitional assignment.
3. The supervisor and employee will meet to discuss the temporary transitional work assignment.
4. The employee shall provide documentation signed by a medical provider to the supervisor as to any changes in the injured worker's physical restrictions.
5. The supervisor will re-evaluate all temporary work assignments every seven days.

C. Leave Without Pay

The following are the situations for which an employee may be on leave without pay status.

1. Family & Medical Leave

- A. Employees are entitled to participate in the benefits of the Family and Medical Leave Act (“FMLA”). FMLA leave is unpaid leave. The Town requires an employee to use accrued paid leave on an hour for hour basis in conjunction with FMLA leave.
- B. *Eligible Employees.* To be covered under the FMLA, an employee must have worked for the Town for twelve (12) months and must have worked at least 1,250 hours within the twelve (12) months preceding the start of the leave. Part-time and temporary employees who meet these requirements are eligible for FMLA leave.
- C. *Purposes for Which FMLA Leave May Be Taken.* FMLA leave may be used:
 - a. to care for an employee’s child after birth, or for the placement with an employee of a child for adoption or foster care (provided that the leave is requested and used within twelve (12) months of the birth, placement, adoption, or foster care),
 - b. to care for an employee’s spouse, child, or parent (does not include in-laws) who has a serious health condition,
 - c. When the employee is unable to work because of a serious health condition.

A serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or an incapacity lasting more than three consecutive days and involving continuing treatment by a health care provider. Continuing treatment involves two or more treatments (or one treatment when the condition is such that continuing follow-up is or will be required) by a healthcare provider, pregnancy, prenatal care, or other chronic or long-term serious health conditions.

To qualify for leave due to the serious health condition of a family member, the family member must be incapable of self-care. To qualify for leave due to the serious health condition of the employee, the employee must be unable to work at all or unable to perform any of the essential functions of the employee’s position.

Employees are required to obtain a health care provider certification for all absences for which FMLA leave is being requested. A chronic or long-term health condition or pregnancy does not require a visit to the health care provider for each absence; however, a statement by the health care provider that the absence was due to the chronic condition or pregnancy may be requested by the Town at its discretion.

D. *FMLA Benefits.*

a. *Leave.*

An eligible employee is entitled to twelve weeks of unpaid leave during a twelve-month period. The twelve-month period begins on January 1 and terminates on December 31 of each year. Employees will be required to use accumulated paid leave (sick, compensatory, annual, etc.) on an hour for hour basis concurrent with the FMLA leave. If FMLA leave is exhausted before the end of the twelve-month period, the employee will not be entitled to further FMLA leave during this period.

An employee is required to request FMLA leave in writing at least thirty days before the leave is to commence if the need for the leave is foreseeable. In circumstances when the leave is not foreseeable thirty days in advance, an employee must request the leave as soon as practicable. The Town may designate leave as FMLA leave without a request from an employee.

FMLA leave taken for a serious health condition of the employee or family member may be taken intermittently or on a reduced hours basis.

FMLA leave taken for birth, adoption, placement, or foster care cannot be taken intermittently unless approved in advance. If both spouses work for the Town, the total FMLA leave that may be taken for this event by both employees is twelve weeks, pro-rated between as the spouses choose. FMLA leave taken for the birth, adoption, placement, or foster care of a child must be taken within the twelve months following the event.

Should the Town obtain information that the employee was not FMLA eligible or the event did not qualify under FMLA, the designation of FMLA leave previously given may be withdrawn.

b. *Job Restoration*

Upon return from FMLA leave, an employee is entitled to be restored to the same position that was held before the start of the FMLA leave, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. If an employee is unable to return to work after the FMLA leave benefits have been exhausted, the employee will not have a right to return to his or her position even if there are unused accrued leave balances.

Key employees are entitled to FMLA leave but are not entitled to job restoration if re-employment after the conclusion of the leave will cause a substantial and grievous economic injury to the Town. A key employee is a salaried employee who is among the highest paid ten percent of the Town's workforce. A key employee will be notified in writing of his or her status in response to the employee's notice of intent to take FMLA leave, unless circumstances do not permit such notice. If a key employee is already on FMLA leave when s/he receives notice that s/he is a key

employee, the employee will be given a reasonable time to return to work before losing the right to job restoration.

c. Health Benefits.

If paid leave is used for FMLA purposes, an employee will maintain the same benefits as if working. If the employee is on leave without pay, continuation in the health care plan is permitted, provided that the employee continues to pay for his or her share of the premiums. If the employee fails to make his premium payments, the employee will be provided written notice of this failure and will be given an additional fifteen days to make payment in full. If payment is not made after this notice, health benefit coverage will cease.

If an employee does not return to work after the conclusion of the FMLA leave, the employee is responsible for reimbursing the Town for the Town's share of the health care premiums paid while on FMLA leave.

2. Extended Leave Without Pay

When special circumstances require an extended leave, the manager has the authority to grant an employee leave without pay provided that the operations of the Town's program(s) will not be adversely affected.

3. Disciplinary Leave Without Pay

An employee who is absent from work without prior approval shall receive no pay for the duration of the absence and may be subject to disciplinary action which may include dismissal. If extenuating circumstances exist for the unauthorized absence, due consideration will be given.

VIII. EMPLOYEE DEVELOPMENT

It is the policy of the Town to encourage employees to obtain training designed to develop the employee's value to the organization.

Education leave is discretionary and is normally taken with without pay. When an employee can demonstrate that the pursuit of the educational program will have an immediate and discernable benefit to the Town, leave with full pay may be granted by the manager. The conditions of such leave shall be subject to a case by case determination based on factors which include the nature of the education or training, length of the absence, work record of the employee, work requirements at the time of the request, and value of the education or training to Town.

The cost of training and related expenses undertaken at the direction of the manager shall be paid in full by the Town. In such case, the hours of training count as hours worked. For training requested by an employee, the employee may receive reimbursement of tuition costs if (1) the training was approved in advance by the manager and (2) the employee shows successful completion of the course as evidenced by the grade of C or better. If the training was not required by the Town, the hours do not count as hours worked.

While employees are at Town approved training or conferences, the per diem rate shall be \$52/day, with travel days allowing a 75% rate on the per diem. ~~meal reimbursement rate shall not exceed the following for each meal:~~

Breakfast: \$10

Lunch: \$16

Dinner: \$26

~~When a meal is provided as a part of the training or conference, no reimbursement shall occur for that meal.~~

IX. PERFORMANCE APPRAISALS

The work of each employee will be evaluated at least annually concurrently with the budget by his immediate supervisor. The supervisor will meet with the employee to discuss the year's performance. A written report of the appraisal will be prepared with a copy provided to the employee being appraised and a copy for the personnel files. If the employee believes that the report is unfair, he or she may submit comments to be attached to the supervisor's appraisal report within 10 calendar days of being provided a copy of the appraisal.

X. HEALTH AND SAFETY

A. Workers' Compensation

Workers' Compensation provides benefits for an employee in the event of certain occupational illnesses, injuries, or deaths. Any job related accident or workplace injury, no matter how insignificant, must be reported to the supervisor as soon as possible, but within 24 hours.

The Town may select a panel of physicians to whom employees must go for all work-related injuries. Supervisors are to inform employees of the physicians included in the panel. In the event an injury requires immediate medical attention, the employee may go directly to the nearest hospital emergency room; follow-up care must be with the panel of physicians. If the Town selects a panel, all employees will be notified.

B. Occupational Safety and Health

The Town attempts to provide a safe and healthy working environment for all employees by providing the necessary safety education and training. Employees shall follow all prescribed safety procedures when performing their daily activities and shall further exercise all reasonable and prudent judgment to ensure safety.

Each supervisor has the responsibility for ensuring that the various work centers are free from any recognized hazards that might lead to death or injury. Further, it is the responsibility of each employee to perform all work in a safe manner. All hazards, deaths, injuries, and illnesses that occur on Town property must be reported to the supervisor within the same day of the discovery or occurrence.

Employees are directed to utilize all applicable safety procedures and to perform all work in a safe manner. Employees are responsible for bringing to their supervisor's attention any potential hazards that might exist within their work area. Supervisors are responsible for developing and maintaining work safety rules and for providing these rules in writing to their subordinates.

1. Supervisors Safety Responsibilities

The first line supervisor is essential to the overall program and must be actively involved in loss control activities.

Specifically, the supervisor shall:

- a. Conduct accident investigations to ensure prevention of recurrence.
- b. Provide instructions in accident prevention and hazard recognition to employees.
- c. Enforce all established safety rules and procedures and firmly support and convey all safety policies to all employees.
- d. Take immediate action to ensure correction of all identified unsafe acts or conditions.

- e. Communicate any additional safety needs to the manager.

2. Duties of Employees

Every employee is required to adhere to all safety rules, procedures and practices, and to use personal protective equipment provided by the Town of Amherst.

Specifically, employees shall:

- a. **Report all injuries**, regardless of severity, to his supervisor immediately. If a supervisor is not available, the injury must be reported to the manager before medical treatment is sought, except in the case of emergencies.
- b. Report and, if possible, correct all unsafe conditions, procedures, or acts.
- c. Report for work free from the influence of alcohol or drugs.
- d. Avoid horseplay and mischief which could cause injury.
- e. Take all standard safety precautions to prevent injury to yourself or fellow employees.
- f. Follow all special or departmental safety rules, including personal protective equipment wearing requirements, specifically:
 - A. **HARD HATS** will be worn by all Town employees including supervisors in the following situations:
 - (1) At any work site where hard hat requirements are posted.
 - (2) All water, sewer, and street work.
 - (3) In the presence of high voltage electrical hazards.
 - (4) In any situation where a potential for head injury exists.
 - B. **GOGGLES** as eye protection are required where grinding, cutting, weed eating, blowing leaves, chipping or any other operation presents a potential hazard from flying debris.
 - C. **SAFETY SHOES AND GLOVES** must be worn when appropriate.

3. All Employees to Observe Rules

Failure to conform to the safety policies of the Town of Amherst shall be considered insubordination and, therefore, grounds for suspension or other disciplinary action.

C. Medical Insurance

The Town will endeavor to offer each full time employee a medical and hospitalization plan, the terms of which will be established from time to time by the Town. Coverage under the plan for each full time employee will be provided at no cost to the employee.

In addition, the Town will endeavor to provide optional coverage under the plan for each employee's spouse and dependent children which additional coverage the employee may elect to take by notice to the Town and agreement to pay via payroll deduction all additional premiums attributable to such additional coverage, subject to any conditions imposed by the Town's medical and hospitalization plan provider.

Any full time employee who is a member of the plan upon retirement may elect to continue his or her participation after retirement in the plan provided that such employee agrees to pay, and does pay promptly, any and all premiums attributable to his continued participation in the plan. In addition, any such employee who, at the time of retirement, is participating in any optional coverage under the plan for his or her spouse and/or dependent children may continue to participate in such optional coverage provided that he or she elects to do so by notice to the Town at the time of retirement and agrees to pay, and does pay promptly, any and all premiums attributable to such spousal and dependent children's coverage. It is the retiree's responsibility to deliver premiums to the Town Hall by the 15th of the prior month and maintain the appropriate paperwork as required by the Town's health insurance carrier. In other words, the Town staff will advise you when additional paperwork is needed and a check for the July health insurance needs to be received by June 15. For the purposes of this paragraph, retirement shall mean a status in which the former Town employee is eligible to receive retirement benefits from the Virginia Retirement System program.

Any right to participate in the plan shall terminate:

- a. In the case of a full time employee, his or her spouse, and dependent children, upon termination of the employee's employment.
- b. In the case of a retiree, upon notice of withdrawal from the plan by the retiree or failure to pay any premiums when due.
- c. In the case of a surviving spouse who is participating in the plan at the time of the retiree's death, upon notice of withdrawal from the plan, failure to pay any premium when due, or remarriage.

Except for retirees and family members whose health insurance is provided by the Town as of January 1, 2005, the Town of Amherst will not fund any portion of a retiree's health insurance.

D. Employee Assistance Program

The Town of Amherst provides an employee assistance program (EAP) to all employees.

EAP provides confidential assistance and/or referral to employees when personal problems or concerns are troubling an employee personally or when they are contributing to, or may contribute to, deteriorating job performance. The EAP is provided as a service to employees. In itself, use of the EAP, by self-referral or supervisory referral, is not an indication of illness, inadequacy, or disability. All people have problems in their lives; thoughtful, intelligent people seek appropriate assistance with their problems.

The Town recognizes that a wide range of problems, not directly associated with one's job function, may have an adverse effect on an employee's job performance. Further, personal problems of a family member can also affect an employee's job performance.

When marital or family discord, financial or emotional crises, alcohol or drug problems, illness, or other difficulties interfere with or threaten job performance or conduct, the Town offers assistance through the EAP. There is no desire to intrude on the employee's private life. These problems are recognized as progressive and potentially destructive, but they are also recognized as able to be solved or improved. The Town stands ready to assist employees and their families who are willing to help themselves.

Early recognition of the troubled employee, through application of job performance standards, is a proper function of management.

Employees with identifiable performance problems that are not the result of deficits in knowledge, skills, education, and/or working conditions may have personal problems affecting job performance.

The Town actively supports rehabilitation efforts, when applicable and appropriate, through employee group health benefits, sick leave, and disability policies. An employee may be referred to the EAP by Town supervisory personnel, colleagues, medical personnel, or union personnel, because of a condition that may affect his or her job performance or because the employee is troubled and seeks help. The decision to accept assistance is the responsibility of the employee.

Employees are encouraged to self-refer. Immediate family members are also eligible for employee assistance services.

An employee participating in EAP at the direction of his supervisor or manager shall be considered at work for the first session. Other sessions are to occur on the employee's time; sick leave shall not be use in connection with EAP.

All records and information about referral, assessment, and treatment will be maintained by the EAP and treated as confidential. No information concerning a client's personal problems will become a part of the employee's personnel record. Except as set forth herein and in situations of dangerousness, or as may otherwise be required by law, no information, oral or written, will be disclosed without the express written permission of the employee.

If an employee is referred by the Town to the EAP because of performance-related issues, the only information the EAP will disclose to the referring person is whether the employee has followed through on the EAP referral. Additional information will only be shared as stated in the previous paragraph.

Employees participating in the EAP will not be given preferential treatment, nor will they be subject to any special regulations by the Town. EAP participation will not immunize an employee against discipline, including discharge, by reason of an infraction of work rules or the rules of conduct. All employees will be evaluated strictly on job performance criteria, irrespective of their participation in the EAP. An EAP client may be disciplined for his or her continued unsatisfactory job performance.

An employee's job security or future career advancement will not be jeopardized as a result of

his or her participation in the EAP.

The immediate supervisor is responsible for monitoring an employee's job performance. In the case of deteriorating performance, the supervisor, following established procedures, should work with the employee in an effort to reestablish accepted levels of performance. Whether or not it appears that the substandard performance is or may be due to problems or impairment, the supervisor should refer the employee to the EAP only as part of a performance improvement plan.

In the case of a job-performance-related referral, the supervisor will do all of the following:

- Document, as part of a performance improvement plan, that the employee was made aware of the EAP as a resource
- Notify the EAP that a referral has been made
- Consult with the manager as appropriate.
- Complete an EAP referral form in order to provide relevant documentation of the performance problem to the EAP

The manager may refer an employee to the EAP. He should both:

- Document the referral in the employee's medical record
- Notify the EAP of the referral

Employees and their family members experiencing problems, whether or not they may affect the job performance of that employee, are encouraged to voluntarily seek information, referral, and related services on a confidential basis by contacting the EAP.

XI. ELECTRONIC COMMUNICATIONS

A. Internet

The Town may provide electronic, digital and wire communications equipment for business purposes. The use of this equipment should not be for personal use. Messages received, sent, and stored on this equipment will be subject to monitoring from time to time and in the course of this monitoring may be read for content. Employees should be aware that there are stored records of all communications. There should be no expectation of privacy in any communications received, sent, or stored on equipment or service provided by the Town.

The Town may provide unlimited access to the Internet and the World Wide Web to its employees as one of the many resources available to assist them in doing their jobs better and more efficiently. Therefore, the Town may establish an Internet account that may be accessed by employees.

Employees may be provided with passwords and e-mail addresses to enable them to use the account; these addressees and passwords are not provided to make employees' usage confidential or private. E-mail records are business records of the Town. The usage of the Internet is subject to the same code of conduct which applies to all other actions in the workplace and using the Town's Internet account in a manner that violates any rules or regulations constitutes grounds for disciplinary action, up to and including discharge. The electronic use, transmission and storage of messages, files, images and sounds are subject to monitoring by the Town.

Employees must not share their passwords with any other individuals, including other employees or outsiders. Nor is it appropriate to attempt to subvert network security either by accessing the Internet without using your password or by seeking to discover other passwords to gain access. Employees are representatives of the Town when using the Town's Internet account. Accordingly, they are expected to act and to communicate professionally on the Internet, not to engage in any commercial or illegal activities, or to use the account for personal business.

The Town will have access to a log of all usage, including a list of employees who have used the Internet and the sites they visited. The Town will monitor this usage from time to time, and employees found to be abusing usage or using the Internet inappropriately will be subject to disciplinary action.

B. Consent to Monitoring

Employees will be required to consent to the monitoring of communications sent, received and stored on equipment provided by the Town or an electronic, wire, or digital services provided by the Town as a requirement for employment by the Town. A signed statement acknowledging the receipt of the Personnel Policy document shall be proof of this consent.

C. Cell Phone Reimbursement

Town of Amherst employees are more valuable to the Town's workforce by being readily accessible while on duty and in the event of an emergency. The Town Council has determined that, in lieu of providing a wireless telephone for an employee's use while on duty, an allowance may be paid to full-time Town employees who provide their own wireless telephone service for the Town's use. This policy will enable the employee to select the wireless telephone service plan that best suits his individual needs for personal calls which are to be made on personal time.

At the end of each month the Town shall reimburse at the rate of \$45/month to all full-time Town of Amherst employees subject to the following understandings:

- A. The wireless telephone service shall have a number reached without toll from the Town Hall.
- B. The wireless telephone number shall be provided to the Town Manager for reasonable Town business use.
- C. Voice mail and text messaging services shall be provided in the employee's service plan. Information on the carrier shall be provided to facilitate group text messages via email.
- D. The wireless telephone unit shall be normally carried by the employee both while on- and off-duty.
- E. The employee shall regularly check his voice mail and text messages.

XII. Alcohol and Drug Free Workplace

The Town of Amherst is an established drug-free workplace and has a vital interest and responsibility in maintaining a safe, healthy, and efficient workplace for the benefit of its employees, customers, and public. The use of performance impairing drugs can cause avoidable injuries to employees, the public, or damage to public or private property.

STATEMENT OF POLICY:

To ensure a safe and productive work environment, employees shall comply with a zero-tolerance drug, alcohol, and substance abuse policy and are prohibited from:

- A. Unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances, or misusing or abusing prescribed, or over the counter drugs.
- B. The sale, purchase, use, or possession of illegal drugs, or prescription drugs obtained illegally.
- C. Having present in their bodies detectable levels of illegal drugs during work hours, including arrival for work or from break periods, including lunch.
- D. Violating any Federal, State, or Local law relating to drugs.
- E. The exception to this policy is the authorized possession, use and transportation of drugs prescribed by a Physician and used according to prescription instruction, unless such use would pose a safety risk to the employee, other employees, or the public.

A. Employee Responsibilities

- 1. No employee shall unlawfully manufacture, dispense, possess, use, or distribute any controlled substance, medication, or alcohol.
- 2. Any employee convicted under a federal or state statute regulating controlled substances shall notify their supervisor and the manager within five days after the conviction.
- 3. No employee shall consume alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
- 4. No employee shall be impaired by alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
- 5. No employee shall represent the Town in an official capacity while impaired by alcohol, illegal drugs, or medication.
- 6. No employee using medication that may impair performance shall operate a motor vehicle or engage in safety sensitive functions while on duty for Town.
- 7. If an employee is using prescription or non-prescription medication that may impair performance of duties; the employee shall report that fact to his or her supervisor.

8. An employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, and/or medication shall immediately notify the supervisor or manager.

DISCIPLINARY ACTION. Because of the serious nature of illegal use or abuse of alcohol, controlled substances, and/or non-prescribed use of medication, and/or failure to consent to a drug test or follow adopted procedures, appropriate employee disciplinary action will be taken, up to and including termination.

B. Drug & Alcohol Testing

In order to achieve a drug-free work place, employees in, and applicants for, all positions shall be required to participate in all of the following alcohol and controlled substances testing:

1. When an applicant for a position has been extended a conditional offer of employment but before beginning work.
2. When there is a reasonable suspicion to believe that the employee is in an impaired state.
3. When the employee has been involved in an on-duty serious accident or has endangered others in the workplace.
4. As a condition for return to duty after testing positive for controlled substances or alcohol.
5. As part of follow-up procedures to return-to-duty related drug or alcohol violations.
6. The Town of Amherst, at its discretion, shall institute a policy of random testing of current and future employees. This policy shall include testing of all personnel by department and/or a random selection policy of all personnel by department and/or a random selection policy of all personnel throughout each year. Refusal to test shall result in termination of employment.

This policy covers all employees of and applicants to the Town.

C. Procedure

1. The prospective new hire or current employee will be given a drug screening form (copies in the Town Hall vault) and a copy of this sheet.
2. The prospective new hire or current employee will be sent to Lab Corp for testing (directions and map below). Prospective new hires are to arrange for their own transportation. Current town employees will be reimbursed for transportation costs only if a Town vehicle is not available.
3. The prospective new hire or current employee will return “copy 4” from form sheet to his or her potential or current supervisor after the test has been completed.

4. The results will be transmitted to the Town Manager after the test has been read.

SUPERVISORY RESPONSIBILITIES:

Supervisors shall be required to notify the Town Manager if there is any suspicion that an employee is in violation of this policy. Failure to do so can result in discipline up to and including termination of employment for the supervisor.

I have read, understand, and agree to the terms, conditions, provisions, and requirements set forth in this Drug, Alcohol, and Substance Abuse Policy.

Employee Signature

Date

XIII. Political Activity

- A. An employee shall not be coerced to support a political activity, whether funds or time are involved.
- B. An employee shall not engage in political activity on work premises during work hours, nor shall such activity have any bearing on the employee's normal work schedule.
- C. An employee shall not use Town-owned equipment, supplies or resources, and other attendant material (diskettes, paper, computer online and access charges, etc.) when engaged in political activities.
- D. An employee shall not use, discriminate in favor of or against, any person or applicant for employment based on political activities.
- E. An employee shall not use the employee's title or position while engaging in political activity.
- F. An employee who seeks to hold an elected office shall advise the manager in writing of such an intention. Upon attainment of such office, whether by election or appointment, he shall, at the beginning of every term in such office, supply the manager with a written plan that (a) explains how conflicts of interest will be avoided, (b) an analysis of time and scheduling requirements, and (c) assurances that serving in such elected office will not unreasonably limit the employee's work for the Town of Amherst.

XIV. Freedom of Information Act

This policy is intended to fulfill the requirements of §2.2, Chapter 37 of the Code of Virginia.

The Virginia Freedom of Information Act (FOIA), located in §2.2, Chapter 37 of the Code of Virginia, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees.

A public record is any writing or recording – regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format – that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific, statutory exemption applies.

The policy of FOIA states that the purpose of FOIA is to promote an increased awareness by all persons of governmental activities. In furthering this policy, FOIA requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

All employees of the Town of Amherst are responsible for furthering the interest of open and responsive government and it is the goal of the Town of Amherst to meet and exceed the requirements of the law where information is concerned.

Any questions regarding information should be forwarded to the Town's FOIA officer, and answered as quickly as possible.

In addition, the Freedom of Information Advisory Council is available to answer any questions the requestor may have about FOIA. The Council may be contacted by email at foiacouncil@dls.virginia.gov, or by phone at 866-448-4100.

XV. Smoking – Town-owned and controlled buildings and work places.

Smoking in public areas in Town owned and controlled buildings is prohibited. The Town Manager may develop and implement policies and procedures governing smoking in parts of Town-owned and controlled buildings or work areas not open to the general public in the normal course of business, except by invitation. The Town Manager shall enforce these policies and procedures through administrative methods. Any total ban on smoking in the workplace shall only be enforced by the Town upon an affirmative vote of a majority of the affected employees voting. [State law reference(s) – §§ 15.2-2801, 15.2-2802]

XVI. DISCIPLINE AND GRIEVANCES

Town employees are expected to conduct themselves in a professional and courteous manner as representatives of the Town. Employees are expected to avoid any action, which might result in giving preferential treatment to any organization or person, losing independence or impartiality of action, or adversely affecting the integrity of the Town.

A. Disciplinary Actions

If an employee's work performance or behavior is deemed unsatisfactory, the following kinds of disciplinary action may be taken, depending upon the circumstances: oral admonishment, written reprimand, suspension, demotion, or dismissal. Other types of discipline may be used in addition to those listed.

The following are examples of misconduct that may result in discipline. The list is not inclusive and other misconduct may be subject to disciplinary action:

1. Conviction of a felony or of a misdemeanor involving moral turpitude and other criminal acts that continued performance of duties is compromised;
2. Willfully falsifying Town records (including time records, leave records, job applications, or pay or reimbursement vouchers) or lying about work including but not limited to the manner in which work was done, whether it was completed and the timeframe for completion;
3. Gross negligence with Town property or misuse of Town property;
4. Violating any workplace rule;
5. Performing official duties in a rude and discourteous manner, threatening co-workers, or using physical violence while on duty;
6. Violating any lawful official regulation or order or willfully failing to obey a proper direction of the supervisor or the manager;
7. Using or being impaired at work by intoxicants, drugs, or alcohol;
8. Grossly neglecting duty or continually being unable or unwilling to render satisfactory performance or demonstrating repeated carelessness in the commission of one's duties;
9. Taking property of the Town for one's personal use, for sale to another or for a gift to another;
10. Inducing, or attempting to induce, an officer or employee in the service of the Town to commit an unlawful act or to act in violation of any lawful or official regulation or order;

11. Accepting a bribe, gift, token, money, or other thing of value intended as an inducement to perform or refrain from performing any official acts, or engages in any action of extortion or other means of obtaining money or other things of value through his/ her position in the Town;
12. Failing to report for work or being absent without prior notice to supervisor;
13. Unsatisfactory attendance, excessive absences, or excessive tardiness.
14. Harassing other employees or the public.
15. Violating the Town's drug free workplace rules.

B. Notification

Prior to imposing disciplinary action, including termination, the supervisor shall inform the employee of the reason for the discipline and the employee shall have the right to comment on the discipline. However, the supervisor may have the employee removed from the workplace prior to giving an opportunity to comment if the employee's continued presence poses a safety danger or is disruptive to the workplace.

C. Grievance

The Town grievance procedure is available for all eligible employees of the Town. Exceptions are listed in the grievance policy.

XVII. TERMINATION OF EMPLOYMENT

A. Resignation

To resign in good standing, an employee must give at least two weeks advance notice. If special circumstances exist, the notice requirement may be waived by the manager. Failure to give the required advance notice will result in forfeiture of compensation for accrued leave. Failure to return to work at the expiration of an approved leave of absence shall be interpreted as a resignation.

B. Lay-off

The Town reserves the right to dismiss employees for lack of available work or funds.

C. Termination for Inability to Perform

An employee may be terminated if he or she becomes physically or mentally unable to perform the duties of the position. However, any such action shall be taken in a manner that complies with the requirements of the American's with Disabilities Act.

D. Severance Pay

An employee terminated due to job elimination shall be paid two weeks severance pay based on average hours worked for the prior 13 weeks.

An employee terminated due to lay-off, where prospects for re-hire are probable, or for cause shall not be eligible for severance pay.

An employee terminating employment at his discretion shall not be eligible for severance pay.

XVIII. IN-SERVICE ACTIVITIES

A. Motor Vehicles and Mileage Reimbursement

Employees are encouraged to have a valid operator license issued by the Virginia Division of Motor Vehicles and, if the employee's duties may involve such, to attain commercial driver's license that would allow for the operation of larger motor vehicles. The Chief of Police will certify validity of driver's licenses for each employee and the Chief of Police must be notified immediately if an employee's driver's license is revoked.

The personal use of vehicles and equipment for bona fide Town business must be approved in advance by the manager with all expenses reimbursed to the employee in each instance. The employee shall be reimbursed at the then-current federal mileage rate.

XIX. GRIEVANCES

The purpose of this grievance procedure is to provide a prompt, fair, and orderly method for the resolution of employee grievances initiated by eligible employees of the Town of Amherst.

I. Definition of Grievance

- A. A grievance is a complaint or dispute by an employee relating to his employment, including but not necessarily limited to:
1. Disciplinary actions, including disciplinary demotions, suspensions, and dismissals provided that such dismissals result from formal discipline or unsatisfactory job performance.
 2. The application of personnel policies, procedures, rules, and regulations, and the application of ordinances and statutes.
 3. Acts of retaliation as the result of the use of or the participation in the grievance procedure or because the employee has complied with any law of the United States or of the Commonwealth of Virginia, has reported any violation of such law to a governmental authority, has sought any change in law before the United States Congress or the General Assembly of Virginia, or has reported an incident of fraud, abuse, or gross mismanagement.
 4. Discrimination on the basis of race, color, creed, religion, political affiliation, age, disability, national origin, or sex.

B. Management Rights and Prerogatives

The Town reserves to itself the exclusive right to manage the affairs and operations of Town government. Accordingly, complaints involving the following management rights and prerogatives are not grievable:

1. Establishment and revision of wages or salaries, position classification, or general benefits.
2. Work activity accepted by the employee as a condition of employment, or work activity which may reasonably be expected to be a part of the job content.
3. The contents of ordinances, statutes, or established personnel policies, procedures, rules, and regulations.
4. The methods, means, and personnel by which work activities are to be carried on, including but not necessarily limited to:
 - a. The provision of equipment, tools, and facilities necessary to accomplish tasks.
 - b. The scheduling and distribution of manpower/personnel resources.
 - c. Training and career development.

5. The hiring, promotion, transfer, assignment, and retention of employees in positions within the Town's service.
6. Failure to promote except where the employee can show that established promotional policies or procedures were not followed or applied fairly.
7. The relief of employees from duties, or taking action as may be necessary to carry out the duties, of the Town in emergencies.
8. Direction and evaluation of the work of Town employees.
9. Termination, layoff, demotion, or suspension from duties because of lack of work, reduction in force, or job abolition, except where such action affects an employee who has been reinstated within the previous six months as the result of the final determination of a grievance. In any grievance brought under the exception to this paragraph, the action shall be upheld upon a showing by the Town that:
 - a. There was a valid business reason for the action, and
 - b. the employee was notified of the reason in writing prior to the effective date of the action.

II. Coverage of Personnel

- A. Except as noted below, all nonprobationary full-time and part-time employees are eligible to file grievances under this procedure. The following are the exceptions:
 1. Key officials of the Town. For purposes of this procedure, a key official is defined as the head of any separate Town department.
 2. Members of boards and commissions.
 3. Employees whose terms of employment are limited by law.
 4. Officials and employees who serve at the will or pleasure of an appointing authority.
 5. Appointees of elected individuals or elected groups.
 6. Probationary employees in matters concerning their dismissal. Probationary employees may, however, use this procedure for complaints or disputes other than dismissals that are determined to be grievable.
 7. Temporary, limited term, and seasonal employees.
 8. Law enforcement officers as defined in Chapter 10.1 (§2.1-116.1, et seq.) of Title 2.1 of the Code of Virginia whose grievance is subject to the provisions of Chapter 10.1 and who have elected to proceed pursuant to those provisions in the resolution of their grievance, or any other employee electing to proceed pursuant to any other existing procedure in the resolution of his grievance.

- B. The Town Manager shall determine the officers and employees (by position) excluded from this grievance procedure and shall maintain a list of such excluded positions.

III. Operation of the Grievance Procedure

Step 1. An employee who believes he has a grievance and wishes to utilize this procedure shall discuss the grievance informally with his immediate supervisor within twenty calendar days of the occurrence of the incident giving rise to the grievance or within twenty calendar days following the time when the employee reasonably should have gained knowledge of its occurrence. A response to the grievance shall be communicated, either orally or in writing, to the grievant within ten calendar days.

Note: If the complaint is alleging discrimination or retaliation by the immediate supervisor the grievance may be presented at Step 1 to the department head or, if there is no department head above the immediate supervisor to the Town Manager. If Step 1 is with the Town Manager, Step 2 is omitted and the written grievance is presented to the Town Manager. The grievance proceeds immediately to Step 3.

Step 2. If the grievant is not satisfied with and does not accept the Step 1 response, or if a response is not provided within the required time frame, the grievant may proceed by putting the grievance in writing on the Grievance Form which is attached to this procedure. The Grievance Form shall be delivered, by mail or in person, to the department head within ten calendar days of receipt of the supervisor's response or the deadline for that response, whichever occurs first. If the immediate supervisor is the department head, the written grievance should be presented to the Town Manager and it will proceed as if it were at Step 3.

The grievant shall specify the relief that he expects to gain through the use of this procedure. The department head shall promptly meet with the grievant. Normally, the only persons who may be present at the meeting or hearing shall be the agency head, the grievant, and the appropriate witnesses. The department head shall render a written response to the grievance within ten calendar days following receipt of the completed request form with a copy of the response being sent to the manager. By mutual consent of the grievant and the department head, the grievant may skip Step 2 and proceed directly to Step 3.

Step 3. If the grievant does not accept the response at Step 2, or if the department head fails to respond within the required time frame, the grievant shall indicate his desire to advance the grievance to Step 3 on the Grievance Form. The Grievance Form shall be delivered by mail or in person, directly to the Town Manager within ten calendar days following receipt of the Step 2 response or immediately after the deadline for that response, whichever occurs first. If the Town Manager determines (or has previously determined) that the complaint is grievable, a meeting with the grievant, the grievant's representative if there is one, a representative of the affected department and the Town Manager will be held within five days. Appropriate witnesses for each side, and such other persons as the Town Manager or the grievant may want to call, may be present to offer testimony only. The Town Manager shall render a written response to the grievance within ten calendar days following receipt of the completed request form.

In the event that the Town Manager determines that the complaint, or a portion of the complaint, is not grievable, the grievant may appeal that decision to the Circuit Court as set out in Section IV(B) of this procedure.

Step 4. If the grievant does not accept the Step 3 written response, or if the Town Manager fails to respond within the required time frame, and the grievant wishes to advance to a grievance panel hearing, the grievant shall complete step 4 of the Grievance Form.

The Grievance Form shall be delivered, by mail or in person, directly to the Town Manager within ten calendar days following receipt of the Step 3 response or the deadline for that response, whichever occurs first. The Grievance Form shall contain the name of the person whom the grievant desires to serve on the grievance panel. The grievant shall not name a person to serve on the grievance panel unless and until the grievant has received that person's consent to do so. The grievance shall be heard by an impartial grievance panel as set out in Section VI of this procedure.

IV. Grievability and Access

- A. Grievability and access are determined by the Town Manager generally after the grievance reaches Step 3. Only after the Town Manager has determined that a complaint is grievable and/or the grievant has access to the procedure may a grievance be advanced through Steps 3 and 4. Should the question of grievability or access arise at Step 2 the grievant or the department head may request a ruling on grievability and/or on access by the Town Manager. The Town Manager shall render a decision within ten calendar days of receipt of the ruling request and shall send a copy of the decision to the grievant and the department head.
- B. The Town Manager's decision on grievability and/or access may be appealed to the Circuit Court of the County. Such appeals shall be instituted by the grievant by filing a notice of appeal with the Town Manager within ten calendar days from the date the grievant received the decision. Within ten calendar days after the filing of the notice of appeal, the Town Manager or his designee shall transmit to the Clerk of the Circuit Court a copy of the Town Manager's decision on grievability or access to the procedure, a copy of the notice of appeal, a copy of the grievance record, and copies of all exhibits. A list of the evidence furnished to the Court shall also be furnished to the grievant. The appeal will be heard by the Court as provided by law. The decision of the Court is final and is not appealable.

V. General Terms

Except as otherwise noted, the following rules apply to all levels of grievance hearings.

- A. Time intervals specified in Steps 1 through 4 may be extended by mutual consent of the parties.
- B. When a deadline falls on a Saturday, Sunday, or Town holiday, the next calendar day that is not a Saturday, Sunday, or Town holiday shall be considered the last calendar day.
- C. All grievance meeting and hearings shall be held during normal Town working hours unless both the grievant and the Town Manager should mutually agree otherwise.

- D. Town employees who are necessary participants at grievance hearings shall not lose pay for time necessarily lost from their jobs and will not be charged leave because of their attendance at the grievance proceedings.
- E. At the Step 3 meeting, the grievant, at his option, may have present a representative of his choice. If the grievant is represented by legal counsel, the Town likewise has the option of being represented by counsel.
- F. The use of recording devices or a court reporter is not permitted at Step 1, 2, and 3 meetings. Only Step 4 hearings may be recorded.
- H. Hearings are not intended to be conducted like proceedings in court and the rules of evidence do not necessarily apply.
- I. At Step 4, the grievance panel shall have the discretion to limit the attendance at the hearing of persons not having a direct interest in the hearing.
- J. At the request of either party, Step 4 hearings shall be private.
- K. Except in grievances involving discipline or in cases where the grievance panel determines otherwise, the grievant shall present his evidence first.
- L. The grievance panel shall determine the propriety of and the weight to be given the evidence submitted.
- L. Both the grievant and the Town may call appropriate witnesses. All witnesses, including the grievant, shall be subject to examination and cross-examination.
- N. Witnesses shall be present only while actually giving testimony and shall otherwise be excluded from the room.
- O. The grievant shall not be entitled to financially recover more than that which he has lost; the grievant's costs are not to be assessed against the Town.
- P. Where a grievant has obtained partial relief at one level of this grievance procedure but decides to appeal to the next higher level, the filing of a request form to the next higher level shall constitute rejection of, and relinquishment of any claim to, any and all relief granted at the previous level.
- Q. Each party shall bear the costs and expenses, if any, of his legal counsel or representative.

VI. Rules Concerning Grievance Panels and Panel Hearings

A. Selection of Grievance Panel.

- 1. Within five calendar days of receipt of the Step 4 request form, the Town Manager shall appoint a member to serve on a grievance panel. The member selected by the grievant and the member selected by the Town Manager shall then select a third member.

2. If the panel member appointed by the grievant and the panel member appointed by the Town Manager or his designee cannot agree upon a third panel member within 20 calendar days of the Town's receipt of the selection of the first two panel members, then the chief judge of the Circuit Court shall choose an impartial, third panel member. The third panel member shall act as chair of the panel.
- B. Eligibility to Serve on Grievance Panel. The panel shall not be composed of any persons having direct involvement with the grievance being heard by the panel, or with the complaint or dispute, giving rise to the grievance. Managers who are in a direct line of supervision of a grievant, persons residing in the same household as the grievant, and the following relatives of a participant in the grievance process or a participant's spouse are prohibited from serving as panel members: spouse, parent, child, descendants of a child, sibling, niece, nephew, and first cousin. No attorney having direct involvement with the subject matter of the grievance, nor a partner, associate, employee, or co-employee of the attorney shall serve as a panel member.
- C. The following rules apply to Step 4 grievance panels and the conduct of Step 4 grievance panel hearings:
1. The grievant shall bear the reasonable costs and expenses, if any, of his panel member.
 2. The Town shall bear the reasonable costs and expenses, if any, of its panel member and those of the third panel member unless the grievant objects. Upon objection, the reasonable costs and expenses of the third panel member shall be shared equally between the Town and the grievant.
 3. No person shall receive any compensation, whether monetary or otherwise, for his time in serving as a member of a grievance panel. Notwithstanding this prohibition, a Town employee serving as a member of a grievance panel may receive his usual Town pay for the period he serves on such a panel.
 4. The panel shall promptly set the date, time, and location for hearing the grievance and shall notify the parties.
 5. The Town shall provide the panel with copies of the grievance record prior to the hearing, and shall provide the grievant with a list of the documents furnished to the panel.
 6. Each party shall furnish to the other with copies of all documents, exhibits, and a list of witnesses it intends to use at the panel hearing seven calendar days in advance of the hearing.
 7. Both the grievant and the Town may be represented by legal counsel or other representative at the panel hearing. Such representatives may examine, cross-examine, question, and present evidence on behalf of the

grievant or the Town before the panel without being in violation of the provisions of Virginia Code §54.1-3904.

8. The panel shall have the authority to determine the admissibility of evidence without regard to the burden of proof so long as a full and equal opportunity is afforded to all parties for the presentation of their evidence. The Town shall present its evidence first in grievances challenging a disciplinary action and shall have the burden of persuasion on such issue.
10. All evidence shall be presented in the presence of the panel and the parties except by mutual consent of the parties.
11. The decision of the panel should be rendered as soon as possible, but, in any case, not later than five calendar days following the conclusion of the hearing.
12. The panel shall have the authority, if it finds (based on the greater weight of the evidence) that the grievant has been denied a benefit or wrongly disciplined without just cause (where such cause is required) to reverse, reduce, or otherwise modify such action and, where appropriate, to order the reinstatement of such employee to his former position with back pay.
 - a. Back pay shall not exceed pay for time actually lost or paid leave required to be taken due to such suspension or discharge, in an amount the panel believes equitable up to the amount of actual loss.
 - b. Any award of back pay shall be offset by interim earnings the grievant earned during the period of separation.
 - c. The panel also has the power to sustain, modify or reverse the Town's action.
13. The panel shall not have authority to do any of the following:
 - a. Formulate policies or procedures.
 - b. Alter existing policies or procedures.
 - c. Circumscribe or modify the rights afforded the parties in this procedure.
 - d. Grant relief greater than that which the grievant has requested in the request form.
14. The majority decision of the panel, acting within the scope of its authority, shall be final and binding, subject to existing policies, procedures, and law.
15. The question of whether the relief granted by a panel is consistent with written policy shall be determined by the Town Manager or

his designee, unless the Town Manager or his designee has a direct personal involvement with the event or events giving rise to the grievance, in which case the decision shall be made by the Attorney for the Commonwealth for the County.

16. Either party may petition the Circuit Court for an order requiring implementation of the panel decision.

VII. Compliance

- A. Except as noted in paragraph VII(B), after the initial submission of the grievance to the immediate supervisor, the failure of either party to comply with all substantial procedural requirements of this procedure without just cause shall result in a decision in favor of the other party on any grievable issue, provided the party not in compliance fails to correct the noncompliance within five work days of receipt of written notification by the other party of the noncompliance. Such written notification by the grievant shall be made directly to the Town Manager.
- B. If one of the management respondents in Steps 1, 2, or 3 does not respond to the grievance, the grievant at his option may move the grievance to the next level by submitting it without the response to the next Step or the grievant can provide the Town Manager notice of the non-compliance as set forth in paragraph VII(A).
- C. The Town Manager shall determine compliance issues. Compliance determinations made by the Town Manager or his designee shall be subject to judicial review, which shall be initiated by the grievant filing a petition with the Circuit Court of the County within thirty calendar days of the compliance determination.

XX. MODIFICATION OF POLICIES

These policies do not constitute a contract of employment. The policies as a whole, or individually by section, may be modified, amended, or rescinded at the sole discretion of the Town Council without notice.

Grievance Hearing Form

- Please type or print -

Name of Grievant

Job Title

Department

Telephone Number(s)

Step 2 – Department Head Meeting: To be completed by the grievant at Step 2 only and filed with the grievant's department with a copy sent to the Manager.

1. Date of the incident-giving rise to this grievance. _____

2. Date of the grievant's first awareness of the incident. _____

3. Have you had a Step 1 informal hearing with your immediate supervisor? ___ Yes ___ No (check one)

4. If yes, when? _____

5. Person(s) against whom this grievance is directed.

6. Specify the incident that resulted in this grievance. (Use separate sheets if necessary.) _____

7. Specify the policy(ies), rule(s), or regulation(s) at issue. (Use separate sheets if necessary.) _____

8. Specify why the action taken was not proper. (Use separate sheets if necessary.)

9. Specify the relief sought. (Use separate sheets if necessary.) _____

Signature of grievant

Date submitted

Department Head Response:

Signature of departmental head and date

Date grievance was received

Request for Step 3 –Town Manager Meeting: To be completed by the grievant at Step 3 only and filed directly with the Manager's office.

I wish to have my grievance heard at the Step 3 (Town Manager) level. I understand that, by requesting to have my grievance heard at Step 3, I am giving up the relief, if any, that was awarded to me at Step 2.

Signature of grievant

Date submitted

Town Manager Response:

Signature of Town Manager and date

Date grievance was received

Request for Step 4 – Grievance Panel Hearing: To be completed by the grievant at Step 4 only and filed directly with the Town Manager.

1. I wish to have my grievance heard at the Step 4 (grievance panel) level. I understand that, by requesting to have my grievance heard at Step 4, I am giving up the relief, if any, that was awarded to me at Step 3.

2. Name of grievant's panel member: _____

Address: _____

Telephone Number: (Home) _____ (Work) _____

Signature of grievant

Date submitted

Town Panel Member

Name of Town's panel member: _____

Address: _____

Telephone Number: (Home) _____ (Work) _____

TOWN OF AMHERST PROCUREMENT POLICY

I. Introduction

This purchasing policy and procedures manual is intended for use as a general guide to the Town of Amherst's procurement methods and practices. The understanding and cooperation of all employees is essential if the Town is to obtain the maximum value for each tax and utility dollar spent.

If the procedures and guidelines established in this manual are followed, each department can efficiently manage, control and plan its' available resources to meet present and future department needs.

1.1 Procurement Authority

The Town Manager or his designee shall serve as the principal public purchasing official for the Town and shall be responsible for the procurement of goods, services, insurance, and construction. The Town Manager has delegated to all department heads the authority to make purchases with the guidelines of this policy.

1.3 Prevailing Policy

The Town Procurement Policy and the Virginia Public Procurement Act shall prevail should there be a conflict between their requirements and the policies and procedures set forth in this manual.

1.4 Basic Goals of Procurement

The basic goals for competitive procurement are establish in § 2.2.4300 B & C of the Virginia Public Procurement Act:

- Obtain high quality goods and services at reasonable cost
- Procurement procedures are to be conducted in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety
- All qualified vendors have access to public business and that no offeror is arbitrarily or capriciously excluded
- Completion is to be sought to the maximum feasible degree
- Procurement procedures involve openness and administrative efficiency
- Rules governing contract award are to be made clear in advance of the competition
- Procurement specification should reflect the need of the purchasing body rather than being drawn to favor a particular vendor
- Purchaser and vendor freely exchange information concerning what is sought to be procured and what is offered.

1.5 Local Buying

It is the desire of the Town to purchase from vendors located within the Town of Amherst whenever possible. This can be accomplished by insuring that local vendors who have goods or services available which are needed by the Town are included in the competitive purchasing process. The Town has a responsibility to its residents to insure that maximum value is obtained for each public dollar spent; however, the Town cannot

and will not make purchasing decisions solely on the basis of vendor residence. Rather, the Town will endeavor to encourage local vendors and suppliers to compete for all Town business.

1.6 Planning

Planning for purchases should be done on a short-term and long-term basis, thereby minimizing small orders and last minute purchases. Planning will also reduce the number of trips required to obtain materials and minimize clerical and supervisory time spent on documenting purchases.

II. AUTHORITY TO SIGN CONTRACTS AND CHANGE ORDERS

The Town Manager's signature, or his designee, is required on all contracts and change orders.

III. PURCHASING PROCEDURES

This section covers the purchase of supplies, materials, equipment and/or services. Departments are urged to be as cost conscience as possible and try to always obtain the best price for items purchased, without sacrificing value.

3.1 Methods of Procurement

The standard methods of procurement used are listed below. Purchases made in methods 3.1.1 through 3.1.3 are contingent on if there are enough funds already appropriated within the departments' approved budget:

3.1.1 Purchases up to \$ 5,000 in value - should be done solely by the Department Head, or designee. This amount applies to the total of all items purchased on an invoice. No competition or documentation required.

3.1.2 Purchases equal to \$5,001 , up to \$ 10,000 - For purchases of this type, the Department Head should obtain at least 3 verbal quotes and document those quotes in writing to be filed. Documentation of the three verbal quotes are to be submitted with an attached purchase order.

3.1.3 Purchases equal to \$10,001 up to \$ 30,000 - Purchases in the group are required to have three quotes in writing. Documentation of the three quotes are to be submitted with an attached purchase order.

3.1.3 Purchases over \$30,000 – All Purchases of goods or services over \$30,000 are to be procured using an Invitation for Bid or Request for Proposals that will be advertised in a paper of local circulation and the Town website. The low bid amount, payment and possible appropriation of funds will need to be approved by Town Council.

3.3 Purchase Orders

To be valid, a Town purchase order must be completed and signed by a Department Head.

Purchase Orders are not required for the following transactions:

1. Any purchase below \$ \$5,000 does not require a purchase order to be submitted for the purchase, however, additional notes and explanations should be provided on the invoice itself.
2. Any invoice received on a monthly or quarterly reoccurring basis such as utilities.
3. Any purchase made on a Town credit card. Purchases with reoccurring vendors should not be made on a Town credit card.

VII. Special Procurement Procedures

7.1 Emergency Purchases - In case of emergencies, the Department Head may purchase directly from any vendor supplies or services where immediate procurement is essential to prevent delays in work which may affect the life, health, safety or convenience of the Town of Amherst employees or citizens.

After determining that a true emergency does exist, the department shall exercise good judgment and use established vendors when making emergency purchases. The department must always obtain the best possible price, and limit purchases to those items which are related to an emergency. Not anticipating needs does not constitute an emergency situation. Needs should be anticipated in order to avoid emergency purchases whenever possible.

7.1.1 Emergency Purchase Procedures

During working hours, the following procedures shall be used for emergency purchases:

Submit a purchase order request to the Finance Division/Buyer with all pertinent information. Information submitted should include documentation showing why the purchase is an emergency. After verifying the available funds, a purchase order will be originated and forwarded to the user department. Should the purchase over-encumber the account balance, a Request for Transfer of Funds form shall be completed as soon as possible.

After working hours, the following procedure shall be used for emergency purchases:

As soon as practicable, after directing the contractor/vendor to proceed, the procedures outlined above shall be followed.

Emergency purchases, although at times are necessary, are costly both in time and money. The use of emergency procedures should be limited and will be monitored for abuse.

7.2 Sole Source Purchases – In the event there is only one vendor capable of providing a particular good or service, the competitive pricing procedures outlined in this policy may be waived.

VIII. Alternative Sources of Procurement

8.1 Virginia State Contracts – Departments may utilize state contracts whenever possible for procurement of capital and non-capital items. The use of state contracts expedites the purchase of goods, offers pricing generally lower than quotes by formal and informal bids, and satisfies the requirements of the Town's procurement policy.

8.2 Local and National Public Agency Contracts – All public agencies that specially include within their bid documents the cooperative phrase which allows any resulting contract to be utilized by other public bodies and municipalities.

XIV. Surplus Property

The transfer of surplus property from one department to other within the Town is encouraged.

Property that is no longer useful to a department or to the Town shall be disposed of by one of the following methods:

- Public sale/auction – The preferred method of sale of surplus property to the general public is by auction. Auctions are scheduled by the Director of Public Services and the Town Buyer.
- Sale to other political subdivisions – Prior to an auction, the Town may offer the surplus item(s) to other political subdivisions within the Commonwealth of Virginia at the item(s) fair market value.
- Sale by competitive bid – Property may also be sold by competitive bid. A list of available items shall be mailed to all interested bidders.
- Negotiated sale – This method is used only when the property does not sale by public auction or sealed bid.



**STAFF REPORT
REZONING**
Stuart Johnson
Planning Commission Public Hearing

General Information:

Processing schedule: The Planning Commission set a public hearing for this request at their November 6, 2024 meeting. The public hearing will be held on December 4, 2024. After the public hearing, the Planning Commission may continue their deliberations or forward the proposal onto the Town council with a recommendation.

Application Information:

Owner:	Samuel Masie Estate
Applicant:	Stuart Johnson
Requested Action:	Rezoning from A-1 to R-1
Location:	End of Vista Drive
Existing Zoning:	A-1
Proposed Zoning:	R-1
Existing land uses:	Vacant
Comp. plan area:	Residential

Summary of Request and Background Information:

Stuart and Jennifer Johnson live adjacent to the subject property, though their property is addressed from Lexington Turnpike (they are located behind Amherst Baptist Church). Mr. Johnson is interested in purchasing this property to create three building lots and also allow for an access to his home from Vista Drive.

In order to divide the property, Mr. Johnson would need to rezone the property to a residential category in order to meet building lot requirements. The designation to R-1 matches the adjacent neighborhood and would create building lots consistent with the surrounding community.

Public Notice

The proposal was advertised for public hearing for two consecutive weeks, as required by State Code, and adjacent property owners received a public notice, also as required by Code. The property had a sign placed on it for notice as well.

Consistency with the Comprehensive Plan:

The Comprehensive Plan reflects the current zoning, however, the language of the Plan validates the additional residential units in the area, as does the existing water and sewer infrastructure.

Consistency with the Zoning Ordinance:

The proposed use of the subject property is compatible with surrounding zoning and the intent of the district.

Citizen Comment:

There has not yet been any citizen comments.

Conclusion:

The proposed use in this area is compliance with the Comprehensive Plan and the intent of the R-1 district. Staff recommends approval of the proposal.

Recommendation:

Staff recommends approval of the proposal. Should there be concerns from the public regarding aspects of the use, staff recommends that the Commission hear these concerns and hold the application over to next month's meeting so that they can be addressed.



DATE 10-24-2024

APPLICATION FOR REZONING
TOWN OF AMHERST
POST OFFICE BOX 280
AMHERST, VIRGINIA 24521
(804) 946-7885

APPLICANT
ADDRESS

Stuart D Johnson OWNER
Po Box 1071 ADDRESS

Estate of Samuel P Moss
127 Vista Dr

CITY
TELEPHONE NO.

Amherst VA CITY
434-660-1154 TELEPHONE NO

Amherst VA 24521
942-7603

REPRESENTATIVE

Stuart D Johnson

ADDRESS

Po Box 1071

CITY

Amherst

TELEPHONE NO.

660-1154

LOCATION OF REQUEST

end Vista Dr.

TAX MAP NO.

82-A-47, 96A-1-1-B6, 33

LOT AREA

3.47 acres total

EXISTING ZONING

A-1

PROPOSED ZONING

R-1

STATEMENT BY APPLICANT

wish to rezone the 2 parcels

Applicants are reminded that §18.1-1002 of the Town Code requires signs describing the action requested under this application to be posted on the property.

As (OWNER) (CONTRACT PURCHASER WITH OWNER'S WRITTEN CONSENT, ATTACHED) (OWNER'S AGENT) of the property listed above, I/we hereby petition the Amherst Town Council to rezone the above described property.

[Signature]
Signature of Applicant

10-15-24
Date

PLANNING COMMISSION PUBLIC HEARING

Time

Date

PLANNING COMMISSION ACTION

Zoning Administrator

Date

TOWN COUNCIL PUBLIC HEARING

Time

Date

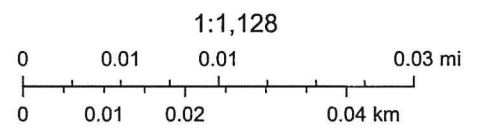
TOWN COUNCIL ACTION

Clerk of Council

Date



October 15, 2024



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Adjacent property owner information for

Special Use Permit Application - Rezoning Application - Conditional Zoning Application - Variance Application - Appeal Application

§ 15.2-2204 of the Code of Virginia requires that a notice of pending action to be mailed to the owners, their agent or the occupant, of all abutting property and property immediately across the street or road from the property affected, including those parcels which lie outside the Town; and, if any portion of the affected property is within a planned unit development, then to such incorporated property owner's associations within the planned unit development that have members owning property located within 2,000 feet of the affected property. The purpose of this form is to assist the applicant to collect the needed information from the Amherst County Commissioner of the Revenue's office.

Tax Map #	Physical Address	Owner's Name	Owner's Mailing Address
96A1-1-A22	163 Vista Dr	Richard M Wydner	PO Box 436 Amherst VA 24521
96A1-1-A (82)	160 Vista Dr Amherst VA	Terry H Jones	160 Vista Dr Amherst VA 24521
82-A-46C	138 Vista Amherst VA	Stephen + Michelle LeVine	138 Vista Dr. Amherst VA
82-A-48	293 Ridge Dr	Sarah Myers	1366 Turkey Hill Rd Lexington VA 24450
96A1-A-2	234 Lexington Turnpike	Stuart + Jennifer Johnson	PO Box 1071 Amherst
82-A-47		Sally Glynn, Ann Addison, Elizabeth massie + Samuel massie	127 Vista Dr 24521

Applicants should use as many forms as are needed to provide the needed information.

Note: Applicants are reminded that §18.1-1002 of the Town Code requires signs describing pending action by the Planning Commission, Town Council or Board of Zoning Appeals to be posted when approval of a site plan, subdivision, special use permit, rezoning, conditional zoning, variance, or appeal is requested.



DATE 10-24-2024

CERTIFICATE OF OWNER'S REPRESENTATIVE
TOWN OF AMHERST
POST OFFICE BOX 280
AMHERST, VIRGINIA 24521
(804) 946-7885

Property Owner	<u>Estate of Samuel P Massie</u>
Company	
P.O. Box	<u>127 Vista Dr</u>
City, State, Zip	<u>Amherst VA 24521</u>
E-mail Address	
Telephone	<u>434-942-7603</u>
Fax	

This is to confirm that I am the owner of the property described as follows:

Deed Book/Page Number	
Tax Map Number	<u>96A1-1-B 6,33 82-A-47</u>
Street Address	
Other Description	<u>WL 240000102</u>

and that I hereby make, constitute and appoint:

Representative	<u>Stuart D Johnson</u>
Company	
P.O. Box	<u>1071</u>
City, State, Zip	<u>Amherst VA 24521</u>
E-mail Address	<u>stuart.johnson@CSEonline.net</u>
Telephone	<u>434-660-1154</u>
Fax	

my true and lawful agent and in my name, place and stead giving unto this individual full power and authority to do and perform all acts and make all representation necessary, without any limitation whatsoever, to make application for zoning change(s), special use permit(s), and/or variance(s) for the property referenced herein. The right, powers, and authority of said agent herein granted shall commence and be in full force and effect as of the date this is signed and shall remain in full force and effect thereafter until actual notice is received by the Town Manager of the Town of Amherst stating that the terms of this power have been revoked or that another individual has been appointed as my representative.

Lewis C. Addison, Esq. (SEAL)
Owner

STATE OF VIRGINIA AT LARGE, TO WIT:
CITY/COUNTY OF Amherst

I, Joy Williams Long, a Notary Public in and for the State of Virginia At Large do hereby certify that Lewis C. Addison signed the foregoing instrument before me this 24th day of October, 2024.

My Commission Expires: 11-30-2026

Joy Williams Long
Notary Public

JOY WILLIAMS LONG
NOTARY PUBLIC
Commonwealth of Virginia
Registration No. 7769351
My Commission Expires 11-30-2026