

AMHERST TOWN COUNCIL

AGENDA

Wednesday, May 14, 2025

Work session at 5:00 p.m.

Meeting at 7:00 p.m.

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

A. Call to Order for the Town Council Work Session- 5:00 p.m.- Mayor Tuggle

1. **Review of the Proposed Budget (Pgs. 1-28)- Tracie Morgan-** *This time has been set aside for staff to answer any questions that Council has on the proposed budget.*

B. Recess for Dinner- 6:15 p.m.

C. Call to Order for the Town Council– 7:00 p.m. - Mayor Tuggle

D. 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.*

E. 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.*

F. Public Hearings and Presentations

1. **Resolution for Andra Higginbotham (Pg. 1)- Mayor Tuggle-** *After many years of service to the Town as the Vice-Mayor and a Town Councilor, the Council wishes to recognize Andra Higginbotham with a resolution thanking him for his service.*

G. 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.*

H. Consent Agenda – *Items on the consent agenda can be voted on as a block if all are in agreement with the recommended action or discussed individually.*

1. **Town Council Minutes (Pgs. 2-24)** – *Draft of the April 9 meeting minutes for the worksession and regular meeting 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. 25-34)-** *The check register for the month of April 2025 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.*

I. Correspondence and Reports

1. **Staff Reports (Pgs. 35-67)**
 - a. Manager Monthly Report

- b. Police Chief Monthly Report - **attached**
- c. Office Manager Monthly Report - **attached**
- d. Clerk of Council Monthly Report- **attached**
- e. Public Works Monthly Reports- **attached**

2. Other Reports (Pgs. 68-82)

- a. Planning Commission- *met May 7th, 2025, minutes attached*
- b. Economic Development Authority- *met April 9th and May 5th, 2025, minutes attached*
- c. Robert E. Lee SWCD

J. Discussion Items

- 1. Adoption of FY 26 Budget (Pgs. 83-122)-** *Tracie Morgan- The public hearing on the FY 26 budget was held at the April meeting, and is set to be adopted at this meeting.*
- 2. Regional Water Supply Plan (Pgs. 123-125)-** *Sara McGuffin- All water systems in the state are required to participate in regional water supply planning. This is a multi year project and will be spearheaded by the Planning District Commission. The PDC is applying for a FEMA grant to assist with the cost of the project. At this time, the Town is asked to commit \$5,000 as the Town's portion of the match.*
- 3. Set Public Hearing for FY 25 Budget Amendment -** *Tracie Morgan- As the Town's expenditures for FY 25 exceeded the adopted budget by more than 1%, the Town is required to amend its adopted budget to reflect the expenditures.*
- 4. Review of Process for Appointment of Interim Councilmember (Pg. 126-127)-** *Sara McGuffin- Attached is the process and timeframe for consideration of candidates for the interim Town Council position.*
- 5. Instruction to Attorney Kemp for Writ of Special Election (Pgs. 128-132)-** *Kelley Kemp- Mrs. Kemp has prepared the Writ of Special Election to be sent to the Circuit Court and requests a motion from Council for direction to do so.*
- 6. Set Special Meeting for Announcement and Consideration of Candidates for the Interim Town Council Appointment-** *Sara McGuffin- In order to meet State Code requirements, Town Council needs to hold a special meeting to both announce the names of the applicants for the Town Council position (this is a new requirement) and consider these candidates. Once this meeting is set, staff will contact the applicants to meet with Council in closed session. The proposed date for the meeting is May 29 at 6 pm.*

K. Matters from Staff

L. Citizen Comments

M. Matters from Town Council

N. Anticipated Town Council Agenda Items for Next Month

O. Adjournment

Resolution
of the
Town Council of the Town of Amherst

WHEREAS, Andr  A. Higginbotham is a highly respected citizen and a long-time resident of the Town of Amherst; and

WHEREAS, Andr  A. Higginbotham first served as a member of the Town Council of the Town of Amherst from January 1, 2015, through December 31, 2018, and during that time he was Vice Mayor of the Town of Amherst from January 1, 2017, thru December 31, 2018, and represented the Town Council on the Public Safety and Community Relations Committee, the Personnel Committee and the Joint Committee on Cooperation; and

WHEREAS, Andr  A. Higginbotham was appointed by the Town Council to serve as a member of Town Council in November 2021, after which he was elected November 2022 to serve the remainder of a term ending December 31, 2024. Mr. Higginbotham was reelected for a term commencing January 1, 2025, ending December 31, 2028. Finally, Mr. Higginbotham was appointed and served as Vice Mayor from January 1, 2022, through April 30, 2025; and,

WHEREAS, Andr  A. Higginbotham has rendered loyal and dedicated service to the residents of the Town of Amherst and the surrounding area through his career in public service, civic efforts including his various positions of leadership, authority, and community involvement through his church; and

WHEREAS, Andr  A. Higginbotham is a prominent businessman who has a keen interest in the promotion of the Town of Amherst; and

WHEREAS, the Town Council of the Town of Amherst wishes to acknowledge the services that Andr  A. Higginbotham has given to his community and also to express its appreciation for all that Andr  A. Higginbotham has done, is doing, and will probably do for years to come 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 Andr  A. Higginbotham 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 Andr  A. Higginbotham'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 Andr  A. Higginbotham as a token of the Council's deep appreciation for his contributions to our community and that this resolution be spread upon the minute books of the Town Council of the Town of Amherst as a tribute to a *Good Neighbor and a Friend of the Town of Amherst*.

Adopted May 14, 2025.

Attest:

Clerk of Council

Mayor D. Dwayne Tuggle

Mayor D. Dwayne Tuggle called a work session of the Amherst Town Council to order on April 9, 2025, at 5:00 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	Jared S. Martin	P	Kenneth S. Watts

Also present were members of the Town of Amherst Economic Development Authority, as follows:

P	Sharon Turner	P	Steven Jefferson
P	C. Manly Rucker	P	Harold Thomas, Jr.
A	Clifford Hart	P	Jaynene Casey
P	Mark Milhous		

Also present were the following staff members:

Sara E. McGuffin	Town Manager	Vicki K. Hunt	Clerk of Council
Tracie Morgan	Dep. Town Manager/Treas.		

Clerk of Council Hunt was called upon to read a resolution authorizing a closed meeting, the purpose of which was to go into joint discussions with the Economic Development Authority concerning the development of Brockman Park.

At 5:05 PM Clerk of Council Hunt read a resolution to authorize closed meeting, as follows:

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

- Matters relating to a prospective business or industry where no previous announcement has been made of the business or industry's interest in locating or expanding its facilities in the community and the disposition of real estate where discussion in an open meeting would adversely affect the bargaining position of the public body.

WHEREAS, pursuant to §2.2-3711A.5 of the Code of Virginia, such discussions may occur in Closed Meeting.

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

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

The motion carried 4-0 via the roll call method as follows:

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

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

At 5:05 PM, pursuant to the Resolution, Town Council convened in closed session.

At 6:02 PM the meeting reopened to the public.

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

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

Responses via the roll call method were as follows:

D. Dwayne Tuggle	Yes	Andra Higginbotham	Absent
Janice N. Wheaton	Yes	Michael Driskill	Yes
Jarod S. Martin	Yes	Kenneth S. Watts	Yes

There being no further business, at 6:02 p.m. the meeting recessed until April 9, 2025, at 7:00 p.m.

D. Dwayne Tuggle, Mayor

ATTEST: _____
Clerk of Council

TOWN OF AMHERST TOWN COUNCIL

MOTION: Kenneth Watts
SECOND: Jared Martin

Wednesday, April 9, 2025
Work Session

RE: AUTHORIZE CLOSED MEETING

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

- Matters relating to a prospective business or industry where no previous announcement has been made of the business or industry's interest in locating or expanding its facilities in the community and the disposition of real estate where discussion in an open meeting would adversely affect the bargaining position of the public body.

WHEREAS, pursuant to §2.2-3711A.5 of the Code of Virginia, such discussions may occur in Closed Meeting.

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

Adopted this 9th day of April 2025.

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of Council

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on April 9, 2025, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that a quorum was present as follows:

P	D. Dwayne Tuggle	P	Andra Higginbotham
P	Janice N. Wheaton	P	Michael Driskill
P	Jared S. Martin	P	Kenneth S. Watts

Also present were the following staff members:

Sara E. McGuffin	Town Manager	Gary Williams	Director of Plants
Tracie Morgan	Dep. Town Manager/Treas.	Becky Cash	Water/Wastewater Operator
Vicki K. Hunt	Clerk of Council	Kelley Kemp (Remote)	Town Attorney
Ryan Watts	Police Chief		

Recitation of the Pledge of Allegiance to the Flag was followed by an invocation given by Andre Higginbotham.

Town Manager McGuffin gave a report on an application of Actual Surveyors, LLC, on behalf of Sandra L. Brown, to rezone Lot 15A (Tax Map No. 95-A-51m 51A), consisting of 0.768 acres and generally known as 305 Sunset Drive, Amherst, VA which, if approved, would rezone the property from A-1 to R-1. At its meeting held on February 12, 2025, Council set a public hearing on the matter for March 12, 2025. A publication error invalidated the notice of public hearing. Public comment on this application was allowed at the March 12, 2025, meeting, with no comments made, and the public hearing was reset and publicized for April 9, 2025. At its meeting on April 2, 2025, the Planning Commission voted 7-0 to recommend approval of the rezoning request. Staff requested that Council approve the request and adopt an ordinance to rezone the property.

Mayor Tuggle opened a duly advertised public hearing at 7:03 p.m. on an application of Actual Surveyors, LLC, on behalf of Sandra L. Brown, to rezone Lot 15A (Tax Map No. 95-A-51m 51A), consisting of 0.768 acres and generally known as 305 Sunset Drive, Amherst, VA from A-1 to R-1.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:03 p.m.

Mr. Higginbotham made a motion that was seconded by Mr. Watts to approve the request and adopt an ordinance to rezone 305 Sunset Drive, Sandra Brown, owner, from A-1 to R-1, as recommended by staff.

After discussion, the motion carried 5-0 according to the following:

D. Dwayne Tuggle		Andra Higginbotham		Aye
Janice N. Wheaton	Aye	Michael Driskill		Aye
Jared S. Martin	Aye	Kenneth Watts		Aye

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

Town Manager McGuffin gave a report on an application of Stuart Johnson to rezone 3.47 acres located at the end of Vista Drive (Tax Map Nos. 82-A-47 and 96A 1 1 B 6, 33), which, if approved, would rezone the property from A-1 to R-1. A public hearing was held on the matter on January 8, 2025, after which staff were informed of a publication error that invalidated the notice of public hearing. The matter was reset and publicized for April 9, 2025. Staff requested that Council approve the application and adopt an ordinance to rezone the property.

Mayor Tuggle opened a duly advertised public hearing at 7:04 p.m. on the application of Stuart Johnson to rezone 3.47 acres located at the end of Vista Drive (Tax Map Nos. 82-A-47 and 96A 1 1 B 6, 33), from A-1 to R-1.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:04 p.m.

Mr. Martin made a motion that was seconded by Mr. Higginbotham to approve the application and adopt an ordinance to rezone 3.47 acres located at the end of Vista Drive (Tax Map Nos. 82-A-47 and 96A 1 1 B 6, 33), from A-1 to R-1, as recommended by staff.

After discussion, the motion carried 4-1 according to the following:

D. Dwayne Tuggle		Andra Higginbotham		Aye
Janice N. Wheaton	Nay	Michael Driskill		Aye
Jared S. Martin	Aye	Kenneth Watts		Aye

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

Deputy Town Manager/Treasurer Morgan gave a report on the Town of Amherst FY25-26 Capital Improvement Program proposal. The Capital Improvement Plan is a five year plan detailing capital needs that go over \$5,000.00 in cost and have a useful life of a year or more. At its meeting on April 2, 2025, the Planning Commission voted 7-0 to recommend approval of the FY25-26 Capital Improvement Plan. Staff requested approval of the FY25-26 Capital Improvement Program as presented.

Mayor Tuggle opened a duly advertised public hearing at 7:08 p.m. on the proposed Town of Amherst FY25-26 Capital Improvement Program.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:08 p.m.

Mr. Driskill made a motion that was seconded by Mr. Higginbotham to approve the proposed Town of Amherst FY25-26 Capital Improvement Program, as recommended by staff.

After discussion, the motion carried 4-1 according to the following:

D. Dwayne Tuggle		Andra Higginbotham		Aye
Janice N. Wheaton	Nay	Michael Driskill		Aye
Jared S. Martin	Aye	Kenneth Watts		Aye

A copy of the FY25-26 Capital Improvement Program is attached hereto and made a part of these minutes.

Deputy Town Manager/Treasurer Morgan gave a detailed report on the development of the FY25/26 Proposed Budget. Copies of the proposed budget were distributed to Council members for review. By state code the budget cannot be adopted at the same meeting as the public hearing.

Mayor Tuggle opened a duly advertised public hearing at 7:19 p.m. on the Town's FY25/26 Proposed Budget.

There being no one present in person or otherwise who wished to speak on the budget matter, the public hearing closed at 7:19 P.M.

No action was taken and the matter was deferred to the May 14, 2025, Council meeting.

Town Manager McGuffin gave a report on proposed changes to Amherst Town Code Article III, Chapter 20 Administration and Enforcement, that would, if approved, amend parking regulations in town, enable council to limit parking, and include specific time limits and locations. Staff requested that Council approve the proposed changes and adopt an ordinance to amend Town Code Article III, Chapter 20 Administration and Enforcement.

Mayor Tuggle opened a duly advertised public hearing at 7:21 p.m. on proposed changes to Amherst Town Code Article III, Chapter 20 Administration and Enforcement, amending parking regulations in town, enable council to limit parking, and include specific time limits and locations.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:21 p.m.

Mr. Martin made a motion that was seconded by Mr. Driskill to approve the proposed changes and adopt an ordinance to amend Town Code Article III, Chapter 20 Administration and Enforcement, as recommended by staff.

After discussion, the motion carried 5-0 according to the following:

D. Dwayne Tuggle		Andra Higginbotham		Aye
Janice N. Wheaton	Aye	Michael Driskill		Aye
Jared S. Martin	Aye	Kenneth Watts		Aye

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

Mayor Tuggle opened the floor to citizen comments.

Sonny Sundaramurthy, Town resident and business owner, came forward to share positive comments made to him by an out-of-state water meter installer on his interaction with the Town citizens while going about his job.

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

Mr. Watts made a motion that was seconded by Ms. Wheaton to approve the minutes of the work session and regular meetings held on March 12, 2025, as presented by staff.

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

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Jared S. Martin	Aye	Kenneth Watts	Aye

Ms. Wheaton made a motion seconded by Mr. Driskill to approve the check registry for the month of March 2025, as presented by staff.

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

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Jared S. Martin	Aye	Kenneth Watts	Aye

Town Manager McGuffin gave a report on a proposal from the Rotary Club to place a Peace Pole on town owned property as a symbol of community unity and commitment to peace. Locations for consideration are The Mini Park, The South Entrance of Town, and Old Mill Park.

Kerry D. Scott, President of the Rotary Club, was present to speak on the history and projects of the Rotary Club, and the Peace Pole proposal.

By affirmation Council supported the proposal of the Rotary Club to place a Peace Pole symbolizing community unity and commitment to peace and directed staff to work with the Rotary Club to determine the best location to place the Peace Pole, as recommended by staff.

Town Manager McGuffin gave a report on erosion control and landscaping improvements at Old Mill Park. Staff requested permission to proceed with a collaborative project between the Town

and Amherst County High School to explore options for beautification, landscaping, and erosion control at Old Mill Park, with high school classes participating in the design and vetting proposals, as well as eventual planting of any landscaping that is proposed.

By affirmation Council supported the project proposal and directed staff to proceed with a collaborative effort between the Town and Amherst County High School to explore options for beautification, landscaping, and erosion control at Old Mill Park, as recommended by staff.

Town Manager McGuffin gave a report updating Council on the status of the Water Withdrawal Permit process. No action was taken.

Town Manager McGuffin gave a report on an upcoming vacancy caused by the resignation of Vice Mayor Andra Higginbotham whose resignation goes into effect on April 30, 2025.

Town Attorney Kemp gave a report on the process for appointment and election to the vacant seat that will occur upon the effective date of Vice Mayor Higginbotham's resignation on Town Council.

Vice Mayor Higginbotham expressed his gratitude to his constituents and fellow council members for the opportunity to serve and for their support during his time in office.

Mayor Tuggle opened the floor to citizen comments.

Angela Sundaramurthy, Town resident and business owner, came forward to thank Council for their speedy work to remedy the overnight parking situation along S. Main Street.

Sam Soghor, Town resident, came forward to thank Mr. Higginbotham for his service to the Town.

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

There being no further business, on motion of Mr. Higginbotham and seconded by Ms. Wheaton, at 7:53 PM the meeting adjourned until May 14, 2025, at 7:00 p.m.

The motion carried 5-0 as follows:

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Jared S. Martin	Aye	Kenneth S. Watts	Aye

D. Dwayne Tuggle, Mayor

ATTEST: _____
Clerk of Council



MOTION: Andra Higginbotham
SECOND: Kenneth Watts

Regular Meeting
April 9, 2025
Ord. No. 250409A

ORDINANCE OF THE TOWN OF AMHERST

AN ORDINANCE TO REZONE A PORTION OF TMP # 95-A-51, LOCATED AT 305 SUNSET DRIVE, APPROXIMATELY 28.8 ACRES, CURRENTLY ZONED AGRICULTURE (A-1) TO RESIDENTIAL (R-1).

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

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

WHEREAS, on April 2, 2025, the Town of Amherst Planning Commission held a public hearing on this matter, and all those wishing to speak on the topic were heard; and

WHEREAS, on April 2, 2025, the Town of Amherst Planning Commission voted 7-0 to recommend approval of the request to grant the rezoning; and

WHEREAS, the Amherst Town Council properly noticed the public hearing on this matter and all materials were available for review at Town Hall.

NOW, THEREFORE, BE IT ORDAINED by the Town of Amherst Town Council, in accordance with Chapter 24 of the Town of Amherst Code, public necessity, convenience, general welfare, and good zoning practices that the rezoning request is hereby approved.

BE IT SO ORDIANED THIS 9th day of April, 2025.

This ordinance is effective on the ____ day of _____, 2025.

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of Council



MOTION: Jared Martin
SECOND: Andra Higginbotham

Regular Meeting
April 9, 2025
Ord. No. 250409B

ORDINANCE OF THE TOWN OF AMHERST

AN ORDINANCE TO REZONE 3.47 ACRES LOCATED AT THE END OF VISTA DRIVE (TAX MAP NOS. 82-A-47 AND 96A 1 1 B 6, 33), CURRENTLY ZONED AGRICULTURE (A-1) TO RESIDENTIAL (R-1).

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

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

WHEREAS, on December 4, 2024, the Town of Amherst Planning Commission held a public hearing on this matter, and all those wishing to speak on the topic were heard; and

WHEREAS, on December 4, 2025, the Town of Amherst Planning Commission voted 5-0 with two member absent to recommend approval of the request to grant the rezoning; and

WHEREAS, the Amherst Town Council properly noticed the public hearing on this matter and all materials were available for review at Town Hall.

NOW, THEREFORE, BE IT ORDAINED by the Town of Amherst Town Council, in accordance with Chapter 24 of the Town of Amherst Code, public necessity, convenience, general welfare, and good zoning practices that the rezoning request is hereby approved.

BE IT SO ORDAINED THIS 9th day of April 2025.

This ordinance is effective on the ____ day of _____, 2025.

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of Council

TOWN OF AMHERST
CAPITAL IMPROVEMENT PROGRAM FY25-26

Project Description & Ranking	CIP Committee Evaluation	Planning Commission Ranking	Total Estimated Cost	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Recommended Sources of Funds
Police									
Police Ford Interceptor	18		67,030.00	-	67,030.00				General Fund
Tasers-Recoccurring	23		36,653.00	36,653.00	4,148.00	4,158.00	4,158.00	4,158.00	General Fund
Toughbooks-Reoccurring	16		28,000.00					28,000.00	General Fund
Dash & Body Camera-New	19		90,000.00		90,000.00				General Fund
Plants									
Raw Influent Pumps (3)	19		54,000.00		18,000.00	18,000.00	18,000.00		Wastewater
WWTP Digester Blower/Motor (2)	17		45,400.00			-	45,400.00		Wastewater
WWTP Security Cameras-New			13,200.00						Wastewater
WTP Security Cameras-New			13,200.00						Water Fund
Waste Sludge Flow Meter	12		9,640.00		9,640.00				Wastewater
Maintenance									
Half Ton Pick-up	16		50,000.00	-	50,000.00				All Funds
Metal Structure	13		50,000.00		-		50,000.00		All Funds
Reseal Town Hall Lot	16		11,000.00		11,000.00				All Funds
Town Hall/Finance									
Town Pool Car	8		35,000.00	35,000.00					General Fund
Water Line Replacements									
Replace Author Court W/L			200,000.00		200,000.00				Grant and Water
Christian Springs Replacement									Grant and Water
Waugh's Ferry Road Replacement			3,000,000.00			3,000,000.00			Grant and Water
Walnut Street Replacement			400,000.00					400,000.00	Grant and Water
Union Hill Replacement			420,416.00						Grant and Water
Zane Snead Replacement			294,400.00						Grant and Water
TOTAL			4,817,939.00	71,653.00	449,818.00	3,022,158.00	117,558.00	432,158.00	



MOTION: Jared Martin
SECOND: Michael Driskill

Regular Meeting
April 9, 2025
Ord. No. 250409C

ORDINANCE OF THE TOWN OF AMHERST

AN ORDINANCE AMENDING THE PROVISIONS SET FORTH IN CHAPTER 20 (TRAFFIC AND VEHICLES) ARTICLE III (STOPPING, STANDING AND PARKING) TO ADD NEW SECTIONS SEC. 20-88 NO OVERNIGHT PARKING IN CERTAIN AREAS AND SEC. 20-121 REMOVAL OF VEHICLES WITH MULTIPLE PARKING VIOLATIONS

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

WHEREAS, the Town Council wishes to add new provisions to include a time restriction for overnight parking in certain areas, and the Town's authority to remove vehicles with multiple parking violations; and,

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

WHEREAS, the full text of this amendment was available for public inspection in the Town Hall located at 174 S. Main Street, Amherst, Virginia 24521.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF AMHERST that Chapter 20, Article III of the Town of Amherst Town Code is amended and reenacted as follows:

ARTICLE III. - STOPPING, STANDING AND PARKING

DIVISION 1. - GENERALLY

Sec. 20-73. - Obedience to parking signs, painted lines, and devices.

- (a) Pursuant to the Code of Virginia, § 46.2-1219, it shall be unlawful within the town for any person to park any vehicle in shopping center parking lots designed to accommodate 50 or more vehicles, except in those locations designated for parking by signs or by painted lines, and in no case shall any person park a vehicle so as to interfere with designated fire lanes.
- (b) It shall be unlawful for any person to park a vehicle, or to permit a vehicle to remain parked, at any place within the town contrary to or in violation of the notice or directive of any traffic control sign, marking, device, crosswalk, or yellow painted curbing which has been installed by the department of transportation or by the town pursuant to law.

(Code 2005, § 16-38.1; Ord. of 7-11-2007)

Sec. 20-74. - Parking in spaces reserved for persons with disabilities; penalty.

- (a) It shall be unlawful for a vehicle not displaying disabled parking license plates, an organizational removable windshield placard, a permanent removable windshield placard, or a temporary removable windshield placard issued under Code of Virginia, § 46.2-1241, or DV disabled parking license plates issued under Code of Virginia, § 46.2-739(B), to be parked in a parking space reserved for persons with disabilities that limit or impair their ability to walk or for a person who is not limited or impaired in his ability to walk to park a vehicle in a parking space so designated, except when transporting a person with such a disability in the vehicle.
- (b) Any uniformed police officer employed by the town is authorized to issue summons and parking tickets for violations of this section without the necessity of a summons or warrant being obtained by the owner of a private parking area.

(Code 2005, § 16-39; Ord. of 4-14-2004)

State Law reference- Authority to so provide, Code of Virginia, § 46.2-1242.

Sec. 20-75. - Prohibited parking.

- (a) No person shall park any truck, motor vehicle of more than 18,000 pounds gross weight, commercial vehicle (see section 20-88), or any trailer or semitrailer, no matter what size, whether or not attached to a tractor, on any street for longer than two hours, except that

this section shall not apply to trucks, trailers or semitrailers so parked while actually engaged in loading or unloading. In no case shall any such vehicle be parked in a manner as to obstruct the vision of vehicles entering or exiting public or private driveways or roadways.

- (b) No person shall park a truck or motor vehicle used for the purpose of transporting any explosive or more than 50 gallons of gasoline, kerosene, benzyl, naphtha, or other volatile or hazardous materials on any street or alley between the hours of 6:00 p.m. and 6:00 a.m., regardless of whether such vehicle is loaded or empty. No person shall park any such vehicle in any residential zone for any length of time or purpose other than for the purpose of actual delivery of goods or materials.
- (c) It shall be unlawful for any person to allow any motor vehicle, house trailer, camping trailer, trailer designated for the transportation of any freight or goods or livestock, or any other trailer or apparatus of any kind whatsoever designated to be attached or pulled by a motor vehicle to remain in the same location on any street in the town for a longer period of time than two hours.
- (d) No person shall park a motor vehicle in any way that blocks any portion of a marked bicycle lane.
- (e) Any person convicted of violating this section shall be fined not less than \$50.00 nor more than \$100.00 for each violation.

(Code 1965, § 7-111; Code 2005, § 16-40.1; Ord. of 7-11-2007; Ord. of 9-11-2019, § 1)

State Law reference- Penalty for ordinance violations, Code of Virginia, § 15.2-1429.

Sec. 20-76. -Authority to establish temporary no parking zones.

The chief of police, his designate, or the town manager may establish a temporary no parking zone for the purpose of controlling parking for a period of time prior to and during special events, parades, maintenance projects, or as necessary to safely control the flow of traffic. No such temporary no parking zone may remain in effect longer than 30 days without the approval of the town council.

(Code 2005, § 16-41; Ord. of 7-11-2007)

Sec. 20-77. - Parking a vehicle on streets without current license plate and valid state inspection certificate or sticker.

It shall be unlawful for any person to park any vehicle on the streets or highways in the town which does not bear a current state license plate and a valid state inspection certificate.

(Code 2005, § 16-42; Ord. of 7-11-2007)

Sec. 20-78. -Angle parking.

Notwithstanding any of the provisions of this chapter, the council may, when in its discretion the public interest so requires, provide angle parking on any street or portion thereof; provided, however, that such streets are marked so as to apprise an ordinarily observant person of regulation.

(Code 1965, § 7-120; Code 2005, § 16-43)

Sec. 20-79. - Backing up to curb.

No vehicle shall be backed up to a curb, except during the time actually engaged in loading or unloading merchandise therefrom.

(Code 1965, § 7-116; Code 2005, § 16-44)

Sec. 20-80. - Manner of using loading zones.

Where a loading and unloading zone has been set apart by the authority of the town council in accordance with the applicable provisions of this chapter, the following regulations shall apply, with respect to the use of such areas:

- (1) No person shall stop, stand or park a vehicle for any purpose or length of time, other than for the expeditious unloading and delivery of materials, in any place marked as a curb loading zone during hours when the provisions applicable to such zones are in effect. All delivery vehicles other than regular delivery trucks using such loading zones shall be identified by the owner's or company's name in letters three inches high on both sides of the vehicle.
- (2) The driver of a passenger vehicle may stop temporarily in a space marked as a curb loading zone for the purpose of, and actually being engaged in, loading or unloading passengers or bundles, when such stopping does not interfere with a vehicle used for the transportation of materials which is waiting to enter or is about to enter such loading zones.

(Code 1965, § 7-122; Code 2005, § 16-45)

Sec. 20-81. - Manner of using bus stop.

Where a bus stop has been set apart by authority of the town council in accordance with the applicable provisions of this chapter, the following regulations shall apply as to the use thereof: no person shall stop, stand or park a vehicle other than a bus in a bus stop, when such stop or stand has been officially designated and appropriately signed, except the driver of a passenger vehicle may temporarily stop therein for the purpose of and while actually engaged in the expeditious loading or unloading of passengers when such stopping does not interfere with any bus waiting to enter such zone.

(Code 1965, § 7-123; Code 2005, § 16-46)

Sec. 20-82. - Parking on private property generally.

No person shall stand or park a vehicle on any private lot or lot area without the express or implied consent of the owner thereof. Whenever signs or markings have been erected on any lot or lot area, contiguous or adjacent to a street, thoroughfare or alley, indicating that no vehicles are permitted to stand or park thereon, it shall be unlawful for any person to drive a vehicle across any curb or lot line or over any driveway from a street or alley into such lot or area for the purpose of standing or parking such vehicle, or for any person to stop, stand or park any vehicle in such lot or lot area.

(Code 1965, § 7-112; Code 2005, § 16-50)

Sec. 20-83. - Leaving vehicles upon private property prohibited; removal and disposition thereof; notice of disposition.

- (a) It shall be unlawful for any person to leave any vehicle, trailer or semitrailer, or part thereof, on the private property of any other person without his consent. Owners of private property that is normally open to the public for parking to post or cause shall post signs warning that vehicles left on the property for more than 72 hours will be towed or removed at their owners' expense.
- (b) Upon complaint of the owner of the property on which such vehicle, trailer or semitrailer, or part thereof, has been left for more than 72 hours, the owner of such vehicle, trailer or semitrailer, or part thereof so removed, shall indemnify the town against any loss or expense incurred by reason of removal, storage or sale thereof.

- (c) In the case of the removal of a vehicle, trailer or semitrailer, or part thereof, from private property, when the same cannot be readily sold, such vehicle, trailer or semitrailer, or part thereof, may be disposed of in such manner as the town council may provide.
- (d) In all other respects, the provisions of section 20-41 shall apply to such removals; provided that disposal of a vehicle, trailer or semitrailer may, at the option of the town council, be carried out under either the provisions of section 20-41 or under the provisions of this section after a diligent search for the owner, after notice to him at his last-known address and to the holder of any lien of record in the office of the division of motor vehicles of the state against such vehicle, trailer or semitrailer, and after the vehicle, trailer or semitrailer has been held at least 60 days.
- (e) The state shall be notified of the disposition of any vehicle, trailer or semitrailer under section 20- 41 or the provisions hereof.

(Code 1965, § 7-127; Code 2005, § 16-51)

Sec. 20-84. - Removal of trespassing vehicles by owners of property upon which trespass occurs.

It shall be unlawful for any owner, operator or lessee of any parking area or space therein or part thereof, or of any other lot or building, including the town, to have any motor or other vehicle occupying such lot, area, space or building or part thereof without the permission of such owner, operator, lessee or authorized agent or the one having control of such premises removed by towing or otherwise to a licensed garage for storage until called for by its owner or his agent; provided that notice of such action shall be first or simultaneously therewith given to at least one of the town police officers; provided further that in the event of such removal and storage, the owner of the vehicle involved shall be chargeable with and such vehicle may be held for a reasonable charge for its removal and storage. This section shall not apply to police, fire or public health vehicles or when a vehicle shall, because of a wreck or other emergency, be parked or left temporarily upon the property of another. The state shall be notified of the disposition of any vehicle, trailer or semitrailer under the provisions hereof.

(Code 1965, § 7-126; Code 2005, § 16-52)

Sec. 20-85. - Marking of parking spaces.

The town manager shall cause parking spaces to be marked in areas he deems appropriate, or as directed by the council; such markings to indicate clearly the limits of each space wherein a vehicle may lawfully be parked.

(Code 2005, § 16-55; Ord. of 1-14-2009)

Sec. 20-86. - Manner of parking.

- (a) It shall be unlawful for any person to park any vehicle in any parking space referred to in section 20-85 except within the lines and markings so established.
- (b) When a parking space is parallel with the adjacent curb or sidewalk, any vehicle parked in such parking space shall be parked so that the foremost part of the vehicle shall be oriented in the direction of the flow of traffic. When a parking space is diagonal to the curb or sidewalk, any vehicle parked in such parking space shall be parked with the foremost part of such vehicle directed at and nearest to the curb.
- (c) In areas where there are no parking spaces marked, a vehicle parked on a public street shall be oriented in the direction of traffic flow.

(Code 2005, § 16-56; Ord. of 7-11-2007; Ord. of 1-14-2009)

Sec. 20-87. - Limited-time parking in certain areas.

- (a) It shall be unlawful for any person to permit a vehicle to remain or to be parked in any parking space designated for limited-time parking by signs, decals, or painted markings if such vehicle has already been parked beyond the period of time prescribed for such parking space. It shall be unlawful for any person to cause, allow, permit or suffer any vehicle registered in his name to be parked overtime or beyond the period of legal parking time established for any parking zone.
- (b) Reserved.
- (c) Members of recognized public safety agencies shall not be subject to the provisions of this section while responding to emergency calls, but shall be subject to its provisions at all other times.

(Code 2005, § 16-58; Ord. of 1-14-2009; Ord. of 3-8-2023 (1))

Sec. 20-88. No overnight parking in certain areas.

It shall be unlawful for any person to remain or to be parked in any parking space designated for “no overnight parking” between the hours of midnight and 6:00 am. South Main Street, in the section between Star Street and Second Street shall be designated for no overnight parking.

Sec. 20-8~~98~~. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Commercial vehicle means every motor vehicle, other than a passenger car, truck, and recreational vehicle and trailer, which is designed or used to carry, deliver, handle or move goods, to transport one or more persons who perform services in commerce, industry or trade, or to transport more than eight persons of any age, including the driver, and which has painted or displayed upon it any sign identifying or advertising any business, commercial venture, school or passenger transport service of any kind, or is registered with the Virginia Department of Motor Vehicles, or leased by the registered owner, to a corporation, partnership, sole proprietor, other business or commercial entity or school.

Truck means every motor vehicle designed to transport property on its own structure independent of any other vehicle and having a registered gross weight in excess of 7,500 pounds.

(Ord. of 9-11-2019, § 2)

Secs. 20-~~9089~~-20-117. - Reserved.

DIVISION 2. – VIOLATIONS

Sec. 20-118. - Penalty for parking violations; ticketing procedure; etc.

Each police officer charged with the duty of enforcing this article shall take the registration number of any vehicle found parked in violation of any provision of this article and may take any other information which may identify its owner. Such officer shall conspicuously affix to such vehicle a parking ticket, with an envelope attached thereto, in a form provided by the treasurer, instructing each owner when and where to report with reference to such violation. Each such owner may, within 48 hours of the time when such notice was attached to such vehicle, pay to the treasurer a penalty for and in full satisfaction of such violation, the fine as specified by section 20-120. The failure of such owner to make such payment to the treasurer within such 48-hour period, shall render such owner subject to the penalties provided for by a court of law, after issuance of a

summons to appear in court.

(Code 2005, § 16-65; Ord. of 5-8-2002; Ord. of 1-14-2009)

Sec. 20-119. - Presumption where vehicle illegally parked.

In any prosecution charging a violation of any parking regulation contained in this article, proof that the vehicle described in the complaint, summons or warrant was parked in violation of such regulation, together with proof that the defendant was at the time of such parking the registered owner of the vehicle, as required by Code of Virginia, title 46.2, ch. 3 (Code of Virginia, § 46.2-600 et seq.), shall constitute in evidence a prima facie presumption that such registered owner of the vehicle was the person who parked the vehicle at a place where, and for the time during which, such violation occurred.

(Code 1965; Code 2005, § 16-66; Ord. of 1-14-2009)

Sec. 20-120. - Penalty for certain violations.

Any person who shall violate or fail to comply with any of the provisions of this article other than section 20-118 shall be punished by a fine of not less than \$10.00 nor more than \$100.00 for each offense, as specified herein for each offense.

Disabled parking zone without proper permit	\$100.00
Parking within 15 feet of a fire hydrant	\$50.00
Parking within designated fire lane	\$50.00
Double parked	\$50.00
Parked where official sign erected	\$20.00
Improper parking	\$20.00
Blocking driveway	\$20.00

Loading zone	\$20.00
On or across sidewalk	\$20.00
On or across crosswalk	\$20.00
Over or on top of curb	\$20.00
Along yellow or red painted curb	\$20.00
Parking trucks, trailers where prohibited or overtime	\$20.00
Stopping on highway/obstructing traffic	\$20.00
Failure to display current license plates	\$20.00
Invalid state inspection	\$20.00
Obstructing bicycle lane	\$20.00
Parked opposite to flow of traffic	\$10.00
Parked further than 12 inches from curb	\$10.00
Other violation	\$10.00

(Code 2005, § 16-67; Ord. of 5-8-2002; Ord. of 7-11-2007; Ord. of 1-14-2009; Ord. of 12-14-2016, § 1)

State Law reference- Penalty for ordinance violations, Code of Virginia, § 15.2-

1429.

Section 20-121. Removal of vehicles with multiple parking violations.

(a) Whenever there is found any motor vehicle parked upon the public streets or highways or public grounds of this town against which motor vehicle there are three (3) or more outstanding unpaid or otherwise unsettled parking violation notices issued by this town, such vehicle may, by towing or

otherwise, be removed or conveyed to a place in the town designated by the chief of police for the temporary storage of such vehicle. The removal or conveyance of the vehicle shall be by, or under the direction of, an officer or member of the police department.

(b) It shall be the duty of the officer or member of the police department removing such motor vehicle, or under whose direction such motor vehicle is removed, to inform as soon as practical the owner of the removed vehicle of the nature and circumstances of the prior unsettled parking violation notices, for which or on account of which, such vehicle was removed.

(c) The owner of such removed motor vehicle, or other duly authorized person, shall be permitted to repossess or to secure the release of the vehicle by payment of outstanding parking violation notices for which the vehicle was removed and by payment of all reasonable costs incidental to the removal and storage of the vehicle, and the efforts to locate the owner of the vehicle.

(e) Should such owner fail or refuse to pay such fines and costs, or should the identity or whereabouts of such owner be unknown and unascertainable, the town may proceed to sell the vehicle in accordance with the following procedure. The town manager shall cause a diligent search to be made for the whereabouts and identity of the owner and shall provide notice of the sale to the owner at his last known address and to the holder of any lien of record in the office of the division of motor vehicles in Virginia against the motor vehicle. After holding the motor vehicle for forty (40) days following notice to the owner at his last known address and following reasonable notice of the sale of the vehicle, which notice may include posting or publication in a newspaper of general circulation in the town, the town manager may sell the motor vehicle at public auction to the highest bidder. The proceeds from the sale shall be forwarded by the town manager to the director of finance, provided, that if the value of the motor vehicle be determined by three (3) disinterested dealers or garage men to be less than one hundred fifty dollars (\$150.00), the motor vehicle may be disposed of by private sale or junked. The director of finance shall pay from the proceeds of sale the cost of removal, storage, investigation as to ownership and liens and notice of sale, and the balance of such funds shall be held by him for the owner and paid to the owner upon satisfactory proof of ownership. If no claim has been made by the owner for the proceeds of such sale, the remaining funds may be deposited to the general fund or any special fund of the town. Any such owner shall be entitled to apply to the town within three (3) years from the date of such sale and if timely application is made therefor, the town shall pay the same to the owner without interest or other charges. No claim shall be made nor shall any suit, action or proceeding be instituted for the recovery of such funds after three (3) years from the date of such sale.

Sec. 20-12~~21~~. - Effect of parking regulations upon other traffic and parking regulations.

Nothing in this article shall alter or affect any other provision of this chapter or any existing ordinance, rule or regulation hereafter adopted relating to traffic or parking on any street, alley, lane or highway within the town, other than those included within the parking zones herein established.

(Code 2005, § 16-68; Ord. of 1-14-2009)

Secs. 20-12~~32~~-20-140. - Reserved.

This ordinance is effective May 9, 2025.

This ordinance was adopted April 9, 2025.

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of Council

Range of Checking Accts: First to Last Range of Check Dates: 04/01/25 to 04/30/25
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num
PO #	Item	Description				Contract	Ref Seq Acct
GENERAL FIRST NATION MAIN CHECKING							
6632	04/04/25	ALLAM005 ALL AMERICAN GLASSWORX, LLC					361
V5-00656	1	COUNCIL GLASS	768.22	100-4-43200-6007	Expenditure		2 1
				REPAIR & MAINT. SUPPLIES			
6633	04/04/25	ATKIN005 ATKINS EXCAVATING, INC					361
V5-00664	1	PAYMENT #3	96,691.63	501-4-94000-8003	Expenditure		7 1
				SUNSET WATERLINE REPLACEMENT			
6634	04/04/25	CENTR005 CENTRAL TECHNOLOGY SOLUTIONS					361
V5-00662	1	4/1-4/30/2025	633.15	100-4-43200-5230	Expenditure		6 1
				TELECOMMUNICATION			
6635	04/04/25	CONSO005 CONSOLIDATED PIPE & SUPPLY					361
V5-00673	1	METERS	2,480.00	501-4-45000-6007	Expenditure		17 1
				REPAIR & MAINT. SUPPLIES			
V5-00674	1	DRILL LABOR	376.00	501-4-94000-8002	Expenditure		18 1
				WATER TREATMENT PLANT IMPROVEMENTS			
			2,856.00				
6636	04/04/25	DOGWA005 DOG WASTE DEPOT					361
V5-00655	1	CONTAINERS AND BAGS	689.91	100-4-43200-6007	Expenditure		1 1
				REPAIR & MAINT. SUPPLIES			
6637	04/04/25	GREGO005 GREGORYS GENERAL AUTO REPAIR					361
V5-00658	1	INSPECTION	20.00	100-4-43200-6009	Expenditure		3 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
6638	04/04/25	HILLC005 HILL CITY & WOOD CO.					361
V5-00671	1	WPI/WWTP LAB SUPPLIES	113.64	501-4-44000-6004	Expenditure		14 1
				LAB SUPPLIES			
V5-00671	2	WPI/WWTP LAB SUPPLIES	113.64	502-4-44000-6004	Expenditure		15 1
				LAB SUPPLIES			
			227.28				
6639	04/04/25	PACEA005 PACE ANALYTICAL SERVICES, INC.					361
V5-00660	1	2530597828	223.20	502-4-44000-3140	Expenditure		4 1
				TESTING SERVICES			
V5-00661	1	2530597998	223.20	502-4-44000-3140	Expenditure		5 1
				TESTING SERVICES			
V5-00667	1	2530596676	70.60	501-4-44000-3140	Expenditure		10 1
				TESTING SERVICES			
V5-00668	1	2530597093	223.20	502-4-44000-3140	Expenditure		11 1
				TESTING SERVICES			
V5-00669	1	2530597049	21.80	501-4-44000-3140	Expenditure		12 1
				TESTING SERVICES			
V5-00670	1	2530596771	223.20	502-4-44000-3140	Expenditure		13 1
				TESTING SERVICES			
			985.20				

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							
6640	04/04/25	PYLES005 PYLE SOLUTIONS, LLC.					361
V5-00672	1	MAINTENANCE GLOVES	197.45	502-4-45000-6007 REPAIR & MAINT. SUPPLIES	Expenditure		16 1
6641	04/04/25	SANDS005 SANDS ANDERSON PC					361
V5-00666	1	SERVICES THROUGH 03/27/2025	4,542.50	100-4-12210-3150 TOWN ATTORNEY	Expenditure		9 1
6642	04/04/25	SUPPL005 THE SUPPLY ROOM					361
V5-00675	1	BROOM, TOWELS, TISSUE	162.34	100-4-43200-6005 JANITORIAL SUPPLIES	Expenditure		19 1
6643	04/04/25	VERIZ005 VERIZON					361
V5-00665	1	FINAL PAYMENT	97.98	100-4-43200-5230 TELECOMMUNICATION	Expenditure		8 1
6644	04/10/25	APPAL005 APPALACHIAN POWER					363
V5-00683	1	STREET LIGHTS 03312025	2,577.87	100-4-41320-5100 STREETLIGHTS	Expenditure		8 1
6645	04/10/25	CASHS005 CASH'S GARAGE					363
V5-00689	1	DUMP TRUCKL TOW	350.00	100-4-43200-6009 VEHICLE/POWER EQUIPMENT SUPPLIES	Expenditure		12 1
6646	04/10/25	DEPAR005 DEPARTMENT OF MOTOR VEHICLES					363
V5-00682	1	FEB AND MARCH STOP REMOVALS	75.00	100-4-12420-3009 DMV STOPS	Expenditure		6 1
V5-00682	2	FEB AND MARCH STOP REMOVALS	225.00	100-4-12420-3009 DMV STOPS	Expenditure		7 1
			<u>300.00</u>				
6647	04/10/25	GREGO005 GREGORYS GENERAL AUTO REPAIR					363
V5-00687	1	REAR HUB AND BEARING	819.14	100-4-31100-6009 VEHICLE/POWER EQUIPMENT SUPPLIES	Expenditure		11 1
6648	04/10/25	HICKE005 HICKEY PLUMBING AIR & ELEC					363
V5-00686	1	GENERATOR AGREEMENT	550.00	100-4-31100-3310 REPAIR & MAINT. SVCS	Expenditure		10 1
6649	04/10/25	PACEA005 PACE ANALYTICAL SERVICES, INC.					363
V5-00676	1	2530598903	223.20	502-4-44000-3140 TESTING SERVICES	Expenditure		1 1
V5-00677	1	2530599478	223.20	502-4-44000-3140 TESTING SERVICES	Expenditure		2 1
V5-00678	1	2530599454	223.20	502-4-44000-3140 TESTING SERVICES	Expenditure		3 1
			<u>669.60</u>				
6650	04/10/25	SUPPL005 THE SUPPLY ROOM					363
V5-00679	1	OFFICE SUPPLIES GW	493.03	501-4-44000-6001 OFFICE SUPPLIES	Expenditure		4 1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
<hr/>								
GENERAL		FIRST NATION MAIN CHECKING	Continued					
6650	THE SUPPLY ROOM	Continued						
V5-00679	2	OFFICE SUPPLIES GW	493.02	502-4-44000-6001	Expenditure		5	1
				OFFICE SUPPLIES				
			<hr/> 986.05					
6651	04/10/25	VERIZ005 VERIZON					363	
V5-00685	1	3/2-04/01	200.18	502-4-44000-5230	Expenditure		9	1
				TELECOMMUNICATIONS				
6652	04/18/25	APPAL005 APPALACHIAN POWER					365	
V5-00692	1	ELECTRIC TO 4/15	710.97	100-4-43200-5100	Expenditure		8	1
				ELECTRIC				
V5-00692	2	ELECTRIC TO 4/15	6,296.32	501-4-44000-5100	Expenditure		9	1
				ELECTRICAL SVCS				
V5-00692	3	ELECTRIC TO 4/15	5,939.23	502-4-44000-5100	Expenditure		10	1
				ELECTRICAL SVCS-RUT CRK				
V5-00692	4	ELECTRIC TO 4/15	205.94	502-4-44000-5130	Expenditure		11	1
				ELECTRICAL SVCS-PUMP STATION				
V5-00692	5	ELECTRIC TO 4/15	78.12	100-4-41320-5100	Expenditure		12	1
				STREETLIGHTS				
V5-00692	6	ELECTRIC TO 4/15	28.39	701-4-81500-5100	Expenditure		13	1
				ELECTRICAL SERV.				
			<hr/> 13,258.97					
6653	04/18/25	BBTBA005 TRUIST BANK					365	
V5-00701	1	WASABI - TM	21.88	100-4-12510-3150	Expenditure		22	1
				I.T. SERVICES				
V5-00701	2	AMAZON - TM	160.10	100-4-12420-6001	Expenditure		23	1
				OFFICE SUPPLIES				
V5-00701	3	USPS - TM	365.00	100-4-12420-5210	Expenditure		24	1
				POSTAGE				
V5-00701	4	STARLINK BS	140.00	100-4-43200-5230	Expenditure		25	1
				TELECOMMUNICATION				
V5-00701	5	DOLLAR GENERAL - BS	36.86	100-4-43200-6001	Expenditure		26	1
				OFFICE SUPPLIES				
V5-00701	6	LOWES - BS	30.22	100-4-72100-5600	Expenditure		27	1
				VILLAGE GARDEN CLUB CONTRI.				
V5-00701	7	MARATHON - SM	34.52	100-4-43200-6008	Expenditure		28	1
				FUEL				
V5-00701	8	USPS - SM	132.56	100-4-12110-5210	Expenditure		29	1
				POSTAGE				
V5-00701	9	WELDON - SM	60.00	100-4-12110-5501	Expenditure		30	1
				TRAVEL-MILAGE/HOTEL/CONFERENCE				
V5-00701	10	ADOBE - SM	12.99	100-4-12510-6002	Expenditure		31	1
				I.T. SUPPLIES				
V5-00701	11	GLOCK RW	600.00	100-4-31100-5501	Expenditure		32	1
				TRAVEL-MILEAGE/CONFERENCE/HOTEL				
V5-00701	12	GRAINGER RW	836.19	100-4-31100-6010	Expenditure		33	1
				POLICE SUPPLIES				
V5-00701	13	DOP - GW	100.00	501-4-44000-5810	Expenditure		34	1
				DUES & MEMBERSHIPS				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
<hr/>								
GENERAL		FIRST NATION MAIN CHECKING	Continued					
6653	TRUIST BANK		Continued					
V5-00701	14	FOOD LION GW	28.93	502-4-44000-6004	Expenditure		35	1
				LAB SUPPLIES				
V5-00701	15	JANICE/JARED FLOWERE - PM	170.14	100-4-12110-5000	Expenditure		36	1
				CONTINGENCY REQUIREMENT				
V5-00701	16	VISTA PRINT - VH	72.84	100-4-12420-6001	Expenditure		37	1
				OFFICE SUPPLIES				
V5-00701	17	BUDDY CARDS- VH	194.79	100-4-43200-6001	Expenditure		38	1
				OFFICE SUPPLIES				
V5-00701	18	ZOOM	207.80	100-4-12510-3150	Expenditure		39	1
				I.T. SERVICES				
V5-00701	19	SUBWAY COUNCIL - VH	115.66	100-4-12110-5000	Expenditure		40	1
				CONTINGENCY REQUIREMENT				
			<u>3,320.48</u>					
6654	04/18/25	COLUM005 COLUMN SOFTWARE PBC					365	
V5-00690	1	PLANNING - SIGNS	193.91	100-4-81100-3600	Expenditure		3	1
				ADVERTISING				
6655	04/18/25	GARYP005 GARY P. SMITH					365	
V5-00703	1	BUDDY REIMBURSEMENT	142.49	100-4-43200-6011	Expenditure		41	1
				UNIFORMS				
V5-00703	2	BUDDY REIMBURSEMENT	49.96	502-4-45000-6007	Expenditure		42	1
				REPAIR & MAINT. SUPPLIES				
V5-00703	3	BUDDY REIMBURSEMENT	56.18	100-4-72100-5600	Expenditure		43	1
				VILLAGE GARDEN CLUB CONTRI.				
			<u>248.63</u>					
6656	04/18/25	GFLN005 GFL ENVIRONMENTAL					365	
V5-00693	1	04/01-04/30	1,553.82	514-4-43200-3170	Expenditure		14	1
				COLLECTION OUT OF TOWN				
V5-00693	2	04/01-04/30	11,092.00	514-4-43200-3160	Expenditure		15	1
				COLLECTION IN-TOWN				
			<u>12,645.82</u>					
6657	04/18/25	HILLH005 HILL HARDWARE CORPORATION					365	
V5-00691	1	MARCH STATEMENT	10.99	501-4-45000-6007	Expenditure		4	1
				REPAIR & MAINT. SUPPLIES				
V5-00691	2	MARCH STATEMENT	5.89	501-4-44000-6007	Expenditure		5	1
				REPAIR & MAINT. SUPPLIES				
V5-00691	3	MARCH STATEMENT	63.72	100-4-31100-5800	Expenditure		6	1
				FIRE RANGE FEES				
V5-00691	4	MARCH STATEMENT	101.63	100-4-43200-6007	Expenditure		7	1
				REPAIR & MAINT. SUPPLIES				
			<u>182.23</u>					
6658	04/18/25	IHMCB005 I.H. MCBRIDE SIGN COMPANY					365	
V5-00700	1	PEEL EXPLORER	150.00	100-4-31100-6009	Expenditure		21	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Seq	Acct
GENERAL FIRST NATION MAIN CHECKING Continued								
6659	04/18/25	JAMES005 JAMES RIVER EQUIPMENT					365	
V5-00698	1	SERVICE KIT FOR TRACTOR	73.86	100-4-43200-6009	Expenditure		19	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
6660	04/18/25	PACEA005 PACE ANALYTICAL SERVICES, INC.					365	
V5-00694	1	25305600488	223.20	502-4-44000-3140	Expenditure		16	1
				TESTING SERVICES				
V5-00695	1	2530600604	223.20	502-4-44000-3140	Expenditure		17	1
				TESTING SERVICES				
			446.40					
6661	04/18/25	SUPPL005 THE SUPPLY ROOM					365	
V5-00699	1	TOILET CLEANER	37.99	100-4-43200-6005	Expenditure		20	1
				JANITORIAL SUPPLIES				
6662	04/18/25	TIGER005 TIGER FUEL CO.					365	
V5-00697	1	MAITNT SHOP PROPANE	499.83	100-4-43200-5110	Expenditure		18	1
				HEATING SERVICES				
6663	04/18/25	U-000022 CENTRA HEALTH					365	
25-00046	1	UTILITY REFUND WIC	498.06	501-3-16080-0015	Revenue		1	1
				PREPAY UTILITIES				
25-00046	2	UTILITY REFUND WUC	904.89	501-3-16080-0015	Revenue		2	1
				PREPAY UTILITIES				
			1,402.95					
6664	04/24/25	C-000008 THE YELLOW ROSE RETREAT					366	
25-00048	1	CUSTOMER REFUND L0000005	12.85	019-0-29900-0000	G/L		1	1
				FUND BALANCE' C'				
25-00048	2	CUSTOMER REFUND L0000005	976.41	100-2-22000-0000	G/L		2	1
				DEFERRED REVENUE				
			989.26					
6665	04/24/25	CWABB005 C.W. ABBBITT, JR. & SONS, INC					366	
V5-00704	1	DUMP TRUCK REPAIR	687.63	100-4-43200-6009	Expenditure		3	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
6666	04/24/25	INNOV005 INNOVATIVE PYROTECHNIC CONCEPT					366	
V5-00705	1	FIRST RESPONDERS FIREWORKS	3,750.00	100-4-12110-5000	Expenditure		4	1
				CONTINGENCY REQUIREMENT				
6667	04/24/25	PACEA005 PACE ANALYTICAL SERVICES, INC.					366	
V5-00710	1	2530601360	223.20	502-4-44000-3140	Expenditure		8	1
				TESTING SERVICES				
6668	04/24/25	POSTM005 POSTMASTER, AMHERST					366	
V5-00707	1	APRIL UTILITY MAILING	341.83	501-4-12420-5210	Expenditure		6	1
				POSTAGE				
V5-00707	2	APRIL UTILITY MAILING	341.83	502-4-12420-5210	Expenditure		7	1
				POSTAGE				
			683.66					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Num Acct
Continued								
GENERAL		FIRST NATION MAIN CHECKING						
6669	04/24/25	SUPPL005 THE SUPPLY ROOM						366
V5-00712	1	ENVELOPES	35.35	100-4-31100-6001	Expenditure		9	1
				OFFICE SUPPLIES				
6670	04/24/25	TMOBI005 T-MOBILE						366
V5-00706	1	03/15-04/15	147.84	100-4-43200-5230	Expenditure		5	1
				TELECOMMUNICATION				
Checking Account Totals								
			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>		
		Checks:	39	0	153,302.51	0.00		
		Direct Deposit:	0	0	0.00	0.00		
		Total:	39	0	153,302.51	0.00		
GENERAL-ACH		VENDOR ACH PAYMENTS						
180	04/04/25	ANTWO005 BENCHMARK SYSTEMS, INC.		Direct Deposit				360
V5-00654	1	PROCARE 03/31/2025	438.75	100-4-12510-3150	Expenditure		3	1
				I.T. SERVICES				
181	04/04/25	SECON005 SECOND STAGE AMHERST		Direct Deposit				360
V5-00657	1	ART MONTH 2025	500.00	100-4-12110-5000	Expenditure		2	1
				CONTINGENCY REQUIREMENT				
182	04/04/25	VUPS0005 VA UTILITY PROTECTION SERVICE		Direct Deposit				360
V5-00659	1	MARCH TICKETS	43.70	501-4-45000-5130	Expenditure		1	1
				MISS UTILITY				
183	04/10/25	FISHE005 FISHER AUTO PARTS, INC		Direct Deposit				362
V5-00680	1	MARCH STATEMENT	25.67	501-4-44000-6009	Expenditure		1	1
				VEHICLE & EQUIP SUPPLIES				
V5-00680	2	MARCH STATEMENT	277.90	100-4-43200-6009	Expenditure		2	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
V5-00680	3	MARCH STATEMENT	11.86	501-4-45000-6007	Expenditure		3	1
				REPAIR & MAINT. SUPPLIES				
			<u>315.43</u>					
184	04/10/25	USABL005 USA BLUE BOOK		Direct Deposit				362
V5-00681	1	WWTP OFFICE	206.00	502-4-44000-6001	Expenditure		4	1
				OFFICE SUPPLIES				
185	04/10/25	WITME005 WITMER PUBLIC SAFETY GROUP		Direct Deposit				362
V5-00688	1	PULL OVER	151.00	100-4-31100-6011	Expenditure		8	1
				UNIFORMS				
186	04/10/25	WWASS005 WW ASSOCIATES		Direct Deposit				362
V5-00684	1	SUNSET AND RETAINER	2,500.00	501-4-94000-8003	Expenditure		5	1
				SUNSET WATERLINE REPLACEMENT				
V5-00684	2	SUNSET AND RETAINER	250.00	501-4-44000-3150	Expenditure		6	1
				PROFESSIONAL SVCS				
V5-00684	3	SUNSET AND RETAINER	250.00	502-4-44000-3150	Expenditure		7	1
				PROFESSIONAL SVCS				
			<u>3,000.00</u>					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
GENERAL-ACH VENDOR ACH PAYMENTS Continued							
187	04/18/25	TIPCO010 TIPCO TECHNOLOGIES		Direct Deposit			364
V5-00702	1	SEWER JETTER HOSE REPAIR	21.77	100-4-43200-6009	Expenditure		2 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
188	04/18/25	WITME005 WITMER PUBLIC SAFETY GROUP		Direct Deposit			364
V5-00696	1	SHORT SLEEVE SHIRT	400.00	100-4-31100-6011	Expenditure		1 1
				UNIFORMS			
189	04/24/25	UNIVA005 UNIVAR		Direct Deposit			367
V5-00708	1	WTP PROCESS CHEMICALS	2,937.33	501-4-44000-6051	Expenditure		1 1
				CHEMICALS			
190	04/24/25	USABL005 USA BLUE BOOK		Direct Deposit			367
V5-00711	1	WTP LAB REAGENTS	486.53	501-4-44000-6004	Expenditure		3 1
				LAB SUPPLIES			
191	04/24/25	VANUT005 VA NUTRIENT CREDIT EXCHANGE		Direct Deposit			367
V5-00709	1	CLASS A PURCHASE	2,376.04	502-4-44000-5600	Expenditure		2 1
				PERMITS			
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:	12	0	10,876.55	0.00	
		Total:	12	0	10,876.55	0.00	
Report Totals							
			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount</u>	<u>Void</u>
		Checks:	39	0	153,302.51	0.00	
		Direct Deposit:	12	0	10,876.55	0.00	
		Total:	51	0	164,179.06	0.00	

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
TREASURER FUND	5-019	0.00	0.00	12.85	12.85
GENERAL FUND	5-100	23,221.60	0.00	976.41	24,198.01
WATER FUND	5-501	113,256.82	1,402.95	0.00	114,659.77
SEWER FUND	5-502	12,634.22	0.00	0.00	12,634.22
GARBAGE FUND	5-514	12,645.82	0.00	0.00	12,645.82
IDA FUND	5-701	28.39	0.00	0.00	28.39
Total of All Funds:		<u>161,786.85</u>	<u>1,402.95</u>	<u>989.26</u>	<u>164,179.06</u>

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
TREASURER FUND	019	0.00	0.00	12.85	12.85
GENERAL FUND	100	23,221.60	0.00	976.41	24,198.01
WATER FUND	501	113,256.82	1,402.95	0.00	114,659.77
SEWER FUND	502	12,634.22	0.00	0.00	12,634.22
GARBAGE FUND	514	12,645.82	0.00	0.00	12,645.82
IDA FUND	701	28.39	0.00	0.00	28.39
Total of All Funds:		161,786.85	1,402.95	989.26	164,179.06

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	5-100	23,221.60	0.00	0.00	0.00	23,221.60
WATER FUND	5-501	113,256.82	0.00	0.00	0.00	113,256.82
SEWER FUND	5-502	12,634.22	0.00	0.00	0.00	12,634.22
GARBAGE FUND	5-514	12,645.82	0.00	0.00	0.00	12,645.82
IDA FUND	5-701	28.39	0.00	0.00	0.00	28.39
Total of All Funds:		161,786.85	0.00	0.00	0.00	161,786.85



APRIL 2025 MONTHLY REPORT

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	12
ALARM	4
PHONE COMPLAINT	108
BOLO	7
MISSING PERSON / RUNAWAY	
LARCENY	
PROBLEM WITH OTHERS	10
DOMESTIC VIOLENCE	
CHECK WELFARE	11
NOISE OR ANIMAL COMP.	2
TRAFFIC CRASH	8
FIRE / EMS CALLS	4
DEATH INVESTIGATION	
SUSPICIOUS PERSON	6
OTHER	22
CALLS AT AMBRIAR	

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

OTHER	NUMBER
ASSIST OTHER OFFICER	30
ASSIST OTHER AGENCY	14
COURT	4
REPORTS	11
CAREER DEVELOPMENT / IN-SERVICE	3
MEETINGS	4
TOWED / IMPOUNDED VEH	1

OFFICER INITIATED	NUMBER
BUILDING CHECKS	37
BUSINESS VISIT	130
BUILDING SEARCH	
PROPERTY WALK AROUNDS	12
EXTRA PATROLS / PARKS	131
SEARCH WARRANT	
TRAFFIC SUMMONS	16
WARRANT SERVICE	11
WARRANTS OBTAINED	9
PARKING TICKETS	
MISD. INVESTIGATION	3
FELONY INVESTIGATION	2
NARCOTICS INVESTIGATION	1
TOWN INITIATED K9 DEPLOYMENT	
IN TOWN COMMUNITY POLICING	
CITIZEN CONTACT	249

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	7
EQUIPMENT VIOLATION	
RECKLESS DRIVING	
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	1
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	9

ARREST	NUMBER
MISDEMEANOR	7
FELONY	3
EPO / PPO	
ECO	
NARCOTICS VIOLATION	
DUI / DUID	1
DRUNK IN PUBLIC	2



PLEASE LIST ALL PASS ON'S, INVESTIGATIONS, ARREST, IMPOUNDED VEHICLES WITH REASON AND LOCATION, AND BUSINESSES WITH OPEN DOORS OR ANY OTHER SIGNIFICANT COMPLAINTS.

MONTH OF APRIL 2025 ACTIVITIES:

248 Calls for Service

04/09/2025- Chief Watts and Deputy Town Manager Morgan attended a meeting with Blue Line Solutions to review a traffic study of the two school zones in town.

04/09/2025- Chief Watts attended the Council Meeting.

04/10/2025- Chief Watts attended the After Council Meeting.

04/15/2025- Chief Watts attended the Cop Camp Meeting with ACSO for June.

04/15/2025- Chief Watts, Captain Robinson and Officer Kirkland attended LIDAR training with Officer Templeton.

04/28/2025- Officer Kirkland finished FTO training.

Continuous work on the June Event.

AFTER HOURS CALLS

ASSIST COUNTY CALLS



TOWN OF AMHERST

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

To: Town Council
From: Tracie Morgan
Date: May 8, 2025
Re: April 2025 Monthly Report

Utilities:

- April 2025 utility billing total was \$190,008.12. Please remember this month was an estimate read.
- There were nine disconnects for April 2025.
- Ten 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.
- We are down to a handful of meters that need to be installed. Patty Martin has been working hard comparing all accounts to make sure we have everything reading properly for a normal billing for the month of May. Please remind citizens that we may have hick-ups in the beginning and we are all trying to learn how to handle alerts and information the system is sending us. Please be patient as we develop new procedures for how to properly handle everything.

Accounts Payable:

- The total amount of checks cut for April bills, including payroll deductions was \$161,786.85.
- Please see attached report for full check listing.

Meals and Beverage Tax:

- 17 Businesses paid \$75,525.83 in Meals and Beverage Tax for the month of March 2025.

Revenue and Expense Report:

- The attached report shows revenue and expense totals through April 2025.

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. Collection process started in February. Since February 10th we have received over \$2,300 in State Income Tax Liens. This is where I notify the State of an unpaid bill and when someone is entitled to a tax refund or lottery winning, we will receive the money requested before they receive their refund.

Business Licenses Tax:

- 2025 Business License applications and payments were due May 1st. At this time any renewal applications received will have a 10% penalty applied. It's a good rule of thumb to turn in an application and payment even if a business has not filed taxes yet so that we can stop the interest accrual process. If a business turns in payment now, they can turn in their tax information at a later date to receive their valid license and not accrue interest on the payment.

Revenue Account Range: First to zzz-z-zzzzzz-zzzz		Include Non-Anticipated: Yes		Year To Date As Of: 04/30/25			
Expend Account Range: First to zzz-z-zzzzzz-zzzz		Include Non-Budget: Yes		Current Period: 04/01/25 to 04/30/25			
Print Zero YTD Activity: No				Prior Year: 04/01/24 to 04/30/24			
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	650.00	650.00	0
100-3-11030-0002	PERSONAL PROPERTY TAX-DELINQUENT	0.42	0.00	0.21	1.71	1.71	0
11030 Total		0.42	0.00	0.21	651.71	651.71	0
100-3-11060-0002	INTEREST ON DEL TAXES	27.79	0.00	30.71	296.30	296.30	0
100-3-12010-0001	LOCAL SALES & USE TAX	13,637.51	168,000.00	10,053.06	141,272.89	26,727.11-	84
100-3-12020-0001	CONSUMER UTILITY TAX-GAS, ELEC	2,215.63	25,000.00	0.00	15,244.49	9,755.51-	61
100-3-12020-0002	ELECTRIC CONSUMPTION TAX	1,394.17	15,000.00	0.00	8,113.44	6,886.56-	54
12020 Total		3,609.80	40,000.00	0.00	23,357.93	16,642.07-	58
100-3-12030-0006	BUSINESS LICENSE TAX	61,104.22	180,000.00	45,390.00	85,059.14	94,940.86-	47
100-3-12030-0007	BUSINESS LIC TAX-INTEREST & PEN	372.52	4,000.00	10.68-	2,742.49	1,257.51-	69
12030 Total		61,476.74	184,000.00	45,379.32	87,801.63	96,198.37-	47
100-3-12050-0001	MOTOR VEHICLE LICENSES	125.00-	42,000.00	0.00	41,328.00	672.00-	98
100-3-12050-0002	MOTOR VEHICLE LICENSES PENALTIES/INTE	64.26	500.00	76.46	637.50	137.50	128
12050 Total		60.74-	42,500.00	76.46	41,965.50	534.50-	98
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	3,000.00	30,000.00	0.00	33,000.00	3,000.00	110

Town of Amherst
Statement of Revenue and Expenditures

05/07/2025
04:17 PM

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
100-3-12100-0001	LODGING TAX	597.30	20,000.00	373.38	11,649.18	8,350.82-	58
100-3-12110-0001	MEALS TAX	67,383.03	760,000.00	74,151.69	628,998.25	131,001.75-	83
100-3-12110-0002	MEALS TAX-PEN & INTEREST	282.56	600.00	577.23	2,186.54	1,586.54	364
	12110 Total	67,665.59	760,600.00	74,728.92	631,184.79	129,415.21-	82
100-3-13030-0007	ZONING PERMITS	0.00	0.00	0.00	1,350.00	1,350.00	0
100-3-14010-0001	FINES & FORFEITURES	579.27	12,000.00	352.00	4,798.83	7,201.17-	40
100-3-15010-0001	INTEREST ON BANK DEPOSITS	5,692.28	60,000.00	0.00	28,026.04	31,973.96-	47
100-3-15010-0002	INTEREST ON INVESTMENTS	11,845.57	96,000.00	0.00	89,730.79	6,269.21-	93
100-3-15010-0003	VIP UNREALIZED GAIN/LOSS	19,652.86-	20,000.00	0.00	16,249.41	3,750.59-	81
	15010 Total	2,115.01-	176,000.00	0.00	134,006.24	41,993.76-	76
100-3-15020-0005	TOWER LEASE	1,809.86	10,859.16	904.93	9,049.30	1,809.86-	83
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	375.00	875.00	875.00	0
100-3-18030-0001	REFUNDS	402.05	5,544.00	290.00	4,877.04	666.96-	88
100-3-18030-0005	RETURNED CHECK FEE	50.00	500.00	200.00	1,250.00	750.00	250
100-3-18030-0006	ACCIDENT REPORTS	20.00	300.00	25.00	150.00	150.00-	50
100-3-18030-0007	MISC REV	0.00	0.00	0.00	14,691.48	14,691.48	0
100-3-18030-0008	COLLECTION FEE	461.05	2,000.00	893.16	2,895.30	895.30	145
	18030 Total	933.10	8,344.00	1,408.16	23,863.82	15,519.82	285

Town of Amherst
Statement of Revenue and Expenditures

05/07/2025
04:17 PM

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
100-3-18990-0003	DONATIONS-POLICE	0.00	0.00	0.00	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	0.00	0.00	0.00	3,565.15	3,565.15	0
100-3-19020-0005	DMV STOP FEES	30.10	2,000.00	348.05	1,568.32	431.68-	78
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	337.69	2,200.00	15.32	1,133.61	1,066.39-	52
100-3-22010-0030	COMMUNICATION TAX FROM STATE	5,693.65	66,000.00	5,378.13	49,552.27	16,447.73-	75
	22010 Total	6,031.34	88,255.92	5,393.45	71,020.97	17,234.95-	80
100-3-24010-0001	DCJS GRANTS	0.00	0.00	0.00	6,419.19	6,419.19	0
100-3-24010-0003	STATE POLICE AID	0.00	64,664.00	0.00	52,836.00	11,828.00-	82
	24010 Total	0.00	64,664.00	0.00	59,255.19	5,408.81-	91
100-3-24020-0001	FIRE PROGRAM GRANT	0.00	15,000.00	0.00	15,000.00	0.00	100
100-3-33010-0009	DCJS FEDERAL JUSTICE FUNDS	0.00	0.00	0.00	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	157,323.07	1,703,497.81	139,423.65	1,299,374.75	404,123.06-	76

Town of Amherst
Statement of Revenue and Expenditures

05/07/2025
04:17 PM

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	8,675.00	2,725.00	76
100-4-11010-2100	FICA	72.70	872.10	61.22	663.86	208.24	76
100-4-11010-5501	TRAVEL-MILAGE/HOTELS/CONFERENCE	0.00	6,000.00	0.00	3,078.31	2,921.69	51
	11010 TOWN COUNCIL	1,022.70	18,272.10	861.22	12,417.17	5,854.93	68
100-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0
100-4-12110-1100	WAGES	3,731.81	45,449.80	4,451.58	49,383.44	3,933.64-	109
100-4-12110-1300	PT WAGES	3,172.74	43,627.09	3,355.52	36,819.33	6,807.76	84
100-4-12110-2100	FICA	537.54	6,814.38	606.34	6,686.45	127.93	98
100-4-12110-2200	VRS	881.00	10,921.59	1,190.44	13,668.05	2,746.46-	125
100-4-12110-2300	HEALTH INSURANCE	625.22	6,390.38	725.52	7,255.53	865.15-	114
100-4-12110-2400	GROUP LIFE INSURANCE	56.19	536.31	57.60	577.72	41.41-	108
100-4-12110-2500	STD/LONG-TERM DISABILITY	0.00	239.97	0.00	203.76	36.21	85
100-4-12110-2600	UNEMPLOYMENT INSURANCE	17.64	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	0.00	4,000.00	0.00	8,058.00	4,058.00-	201
100-4-12110-3600	ADVERTISING	389.04	2,500.00	0.00	322.69	2,177.31	13
100-4-12110-5000	CONTINGENCY REQUIREMENT	570.24	51,000.00	4,535.80	17,525.35	33,474.65	34
100-4-12110-5210	POSTAGE	0.00	400.00	132.56	705.88	305.88-	176
100-4-12110-5230	TELECOMMUNICATIONS	67.50	1,080.00	90.00	900.00	180.00	83
100-4-12110-5307	CRIME & CYBER INSURANCE	0.00	2,225.00	0.00	0.00	2,225.00	0
100-4-12110-5501	TRAVEL-MILAGE/HOTEL/CONFERENCE	0.00	3,500.00	60.00	2,772.14	727.86	79
100-4-12110-5810	DUES & MEMBERSHIPS	0.00	2,500.00	0.00	730.29	1,769.71	29
	12110 TOWN MANAGER	10,048.92	181,336.32	15,205.36	145,608.63	35,727.69	80
100-4-12210-3150	TOWN ATTORNEY	2,140.00	28,274.75	4,542.50	44,183.77	15,909.02-	156

Town of Amherst
Statement of Revenue and Expenditures

05/07/2025
04:17 PM

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
100-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
100-4-12420-1100	WAGES	4,735.73	54,869.29	4,370.22	48,050.30	6,818.99	88
100-4-12420-1300	PT WAGES	416.10	5,376.13	429.34	3,940.93	1,435.20	73
100-4-12420-2100	FICA	424.64	4,608.77	397.65	4,279.39	329.38	93
100-4-12420-2200	VRS	962.29	11,634.26	1,123.08	11,991.30	357.04-	103
100-4-12420-2300	HEALTH INSURANCE	1,539.44	10,819.12	1,399.44	14,719.38	3,900.26-	136
100-4-12420-2400	GROUP LIFE INSURANCE	76.18	647.46	63.68	637.67	9.79	98
100-4-12420-2500	HYBRID DISABILITY	0.00	55.76	0.00	37.20	18.56	67
100-4-12420-2600	UNEMPLOYMENT INSURANCE	21.79	32.00	0.00	45.35	13.35-	142
100-4-12420-2700	WORKER'S COMP	0.00	112.99	0.00	0.00	112.99	0
100-4-12420-3009	DMV STOPS	75.00	2,000.00	300.00	1,275.00	725.00	64
100-4-12420-3150	PROFESSIONAL SVCS	0.00	3,800.00	0.00	46.48	3,753.52	1
100-4-12420-3160	BANKING SERVICE CHARGES	54.00	100.00	29.00	715.54	615.54-	716
100-4-12420-3170	VIP MANAGEMENT FEE	255.29	3,500.00	0.00	1,811.97	1,688.03	52
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	726.37	526.37-	363
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	365.00	1,560.43	1,439.57	52
100-4-12420-5230	TELECOMMUNICATIONS	90.00	1,080.00	90.00	900.00	180.00	83
100-4-12420-5400	TUITION REIMBURSEMENT	0.00	1,200.00	0.00	0.00	1,200.00	0
100-4-12420-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	185.00	3,000.00	0.00	1,001.29	1,998.71	33
100-4-12420-5810	DUES & MEMBERSHIPS	0.00	520.00	0.00	285.00	235.00	55
100-4-12420-6001	OFFICE SUPPLIES	305.00	4,000.00	232.94	3,634.55	365.45	91
	12420 FINANCE DEPARTMENT	9,140.46	115,155.78	8,800.35	100,233.08	14,922.70	87
100-4-12510-0000	INFORMATION TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0

Town of Amherst
Statement of Revenue and Expenditures

05/07/2025
04:17 PM

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
100-4-12510-3150	I.T. SERVICES	232.33	15,000.00	668.43	10,614.38	4,385.62	71
100-4-12510-3340	WEBSITE MAINTENANCE	0.00	1,000.00	0.00	450.00	550.00	45
100-4-12510-5600	MICROSOFT OFFICE SERVICE	1,597.30	10,000.00	0.00	5,247.60	4,752.40	52
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	356.87	5,000.00	12.99	2,452.60	2,547.40	49
100-4-12510-8001	I.T. EQUIPMENT	614.00	5,000.00	0.00	2,781.20	2,218.80	56
12510 INFORMATION TECHNOLOGY		2,800.50	38,000.00	681.42	23,545.78	14,454.22	62
100-4-31100-0000	POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
100-4-31100-1100	WAGES	33,093.32	489,307.91	29,406.81	324,812.63	164,495.28	66
100-4-31100-1200	OVERTIME	1,037.59	9,667.19	112.71	8,007.25	1,659.94	83
100-4-31100-1300	PT WAGES	1,858.49	30,000.00	1,811.60	16,416.46	13,583.54	55
100-4-31100-1400	OTHER PAY/HOLIDAY	0.00	15,798.25	0.00	9,038.98	6,759.27	57
100-4-31100-1500	SECURITY WAGES	0.00	5,000.00	0.00	0.00	5,000.00	0
100-4-31100-2100	FICA	2,698.13	41,676.89	2,259.06	26,664.99	15,011.90	64
100-4-31100-2200	VRS	4,590.36	101,323.94	6,487.50	64,816.21	36,507.73	64
100-4-31100-2300	HEALTH INSURANCE	4,284.58	83,575.80	5,115.08	52,890.63	30,685.17	63
100-4-31100-2400	GROUP LIFE INSURANCE	336.49	5,773.83	371.72	3,684.33	2,089.50	64
100-4-31100-2500	STD/LONG-TERM DISABILITY	0.00	131.44	0.00	87.44	44.00	67
100-4-31100-2600	UNEMPLOYMENT INSURANCE	70.51	68.73	0.00	18.78	49.95	27
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	550.00	1,105.98	894.02	55
100-4-31100-3320	PROFESSIONAL SERVICES	6,250.00	8,000.00	0.00	4,525.00	3,475.00	57
100-4-31100-3400	CODE RED	0.00	2,700.00	0.00	2,700.00	0.00	100
100-4-31100-3600	ADVERTISING	257.28	1,200.00	0.00	206.56	993.44	17
100-4-31100-5210	POSTAGE	0.00	500.00	0.00	29.80	470.20	6

Town of Amherst
Statement of Revenue and Expenditures

05/07/2025
04:17 PM

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
100-4-31100-5230	TELECOMMUNICATIONS	379.14	11,640.00	1,058.63	6,455.97	5,184.03	55
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	595.00	8,000.00	600.00	1,958.70	6,041.30	24
100-4-31100-5700	EVENTS	0.00	15,000.00	0.00	1,327.66	13,672.34	9
100-4-31100-5800	FIRE RANGE FEES	26.95	3,000.00	63.72	993.75	2,006.25	33
100-4-31100-5801	ATTORNEY FEES	0.00	2,000.00	0.00	900.00	1,100.00	45
100-4-31100-5810	DUES & MEMBERSHIP	0.00	6,000.00	0.00	6,646.00	646.00-	111
100-4-31100-6001	OFFICE SUPPLIES	0.00	3,000.00	35.35	453.09	2,546.91	15
100-4-31100-6003	CANINE SUPPLIES	73.98	4,500.00	0.00	1,224.91	3,275.09	27
100-4-31100-6008	FUEL	1,373.67	20,000.00	0.00	12,137.82	7,862.18	61
100-4-31100-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	153.60	9,000.00	969.14	2,288.74	6,711.26	25
100-4-31100-6010	POLICE SUPPLIES	4,356.62	20,000.00	836.19	15,698.30	4,301.70	78
100-4-31100-6011	UNIFORMS	21.84	4,000.00	572.84	3,478.71	521.29	87
100-4-31100-6030	CRIME PREVENTION	0.00	5,000.00	0.00	2,936.81	2,063.19	59
100-4-31100-6032	INVESTIGATION EXPENSE	146.10	3,000.00	0.00	129.29	2,870.71	4
100-4-31100-8005	VEHICLES/EQUIPMENT	0.00	70,000.00	0.00	74,263.60	4,263.60-	106
31100 POLICE DEPARTMENT		61,603.65	1,003,989.08	50,250.35	645,898.39	358,090.69	64
100-4-32200-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
100-4-32200-5600	FIRE DEPT CONTRIBUTIONS	0.00	15,000.00	0.00	15,000.00	0.00	100
100-4-32200-5701	FIRE PROGRAM GRANTS	0.00	15,000.00	0.00	15,000.00	0.00	100
32200 CONTROL		0.00	30,000.00	0.00	30,000.00	0.00	100
100-4-41320-5100	STREETLIGHTS	2,677.52	34,135.00	2,655.99	24,627.90	9,507.10	72
100-4-43200-0000	GENERAL MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0

Town of Amherst
Statement of Revenue and Expenditures

05/07/2025
04:17 PM

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
100-4-43200-1100	WAGES	5,083.29	45,631.89	1,597.85	21,907.85	23,724.04	48
100-4-43200-1300	PT WAGES	471.40	16,343.74	1,252.83	9,936.47	6,407.27	61
100-4-43200-1400	OTHER PAY/HOLIDAY	0.00	392.71	0.00	28.71	364.00	7
100-4-43200-2100	FICA	424.86	4,771.18	217.63	2,443.09	2,328.09	51
100-4-43200-2200	VRS	966.60	10,070.09	274.10	4,893.06	5,177.03	49
100-4-43200-2300	HEALTH INSURANCE	1,373.43	11,674.40	278.84	4,607.21	7,067.19	39
100-4-43200-2400	GROUP LIFE INSURANCE	76.39	538.46	15.74	278.62	259.84	52
100-4-43200-2500	HYBRID DISABILITY	0.00	105.88	0.00	0.00	105.88	0
100-4-43200-2600	UNEMPLOYMENT INSURANCE	44.87	64.00	0.00	15.52	48.48	24
100-4-43200-2700	WORKER'S COMP	0.00	849.24	0.00	0.00	849.24	0
100-4-43200-5100	ELECTRIC	771.30	10,350.00	710.97	10,085.81	264.19	97
100-4-43200-5110	HEATING SERVICES	0.00	4,000.00	499.83	2,279.91	1,720.09	57
100-4-43200-5120	WATER/SEWER	243.40	3,720.00	238.55	3,030.27	689.73	81
100-4-43200-5230	TELECOMMUNICATION	435.33	12,084.00	1,153.97	12,882.88	798.88-	107
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	0.00	10,000.00	0.00	798.94	9,201.06	8
100-4-43200-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	24.35	4,000.00	0.00	1,239.00	2,761.00	31
100-4-43200-5810	DUES & MEMBERSHIP	0.00	0.00	0.00	160.00	160.00-	0
100-4-43200-6001	OFFICE SUPPLIES	60.46	750.00	231.65	2,317.89	1,567.89-	309
100-4-43200-6005	JANITORIAL SUPPLIES	7.98	3,000.00	200.33	988.28	2,011.72	33
100-4-43200-6007	REPAIR & MAINT. SUPPLIES	1,394.60	21,500.00	1,982.67	17,920.41	3,579.59	83
100-4-43200-6008	FUEL	940.42	20,000.00	34.52	9,034.91	10,965.09	45
100-4-43200-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	1,374.19	24,000.00	1,431.16	5,986.25	18,013.75	25
100-4-43200-6011	UNIFORMS	1,681.40	3,000.00	142.49	1,578.65	1,421.35	53

Town of Amherst
Statement of Revenue and Expenditures

05/07/2025
04:17 PM

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
100-4-43200-6012	CHRISTMAS DECORATIONS	0.00	4,000.00	0.00	2,321.50	1,678.50	58
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	21,260.78	0.00	0.00	148,552.00	148,552.00-	0
43200 GENERAL MAINTENANCE		36,635.05	223,207.78	10,263.13	263,447.23	40,239.45-	118
100-4-71300-5600	SECOND STAGE CONTRIBUTION	0.00	1,000.00	0.00	0.00	1,000.00	0
100-4-72100-5600	VILLAGE GARDEN CLUB CONTRI.	0.00	3,000.00	86.40	86.40	2,913.60	3
100-4-72200-5600	MUSEUM CONTRIBUTIONS	1,838.89	2,500.00	0.00	0.00	2,500.00	0
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	193.91	1,823.80	1,023.80-	228
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	193.91	3,050.80	923.80-	143
100-4-83500-5600	NEIGHBORS HELPING NEIGHBORS CONTRIB	0.00	2,500.00	0.00	2,500.00	0.00	100
GENERAL FUND Expenditure Totals		127,907.69	1,703,497.81	93,540.63	1,295,599.15	407,898.66	76
100 GENERAL FUND							
Revenues:		157,323.07	139,423.65	1,299,374.75			
Expenditures:		127,907.69	93,540.63	1,295,599.15			
Net Income:		29,415.38	45,883.02	3,775.60			

Town of Amherst
Statement of Revenue and Expenditures

05/07/2025
04:17 PM

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
501-3-16080-0005	WATER IN-TOWN BASE CHARGES	20,041.15	258,869.76	22,510.68	228,234.20	30,635.56-	88
501-3-16080-0006	WATER OT BASE CHARGES	13,272.57	154,342.85	14,896.22	146,202.27	8,140.58-	95
501-3-16080-0007	WATER IN-TOWN USAGE CHARGE	28,795.98	392,788.62	30,688.13	327,123.16	65,665.46-	83
501-3-16080-0008	WATER OT USAGE CHARGES	21,310.76	256,224.77	23,788.37	234,223.98	22,000.79-	91
501-3-16080-0009	PENALTIES	2,709.47	35,000.00	2,984.46	22,917.73	12,082.27-	65
501-3-16080-0010	TRIP CHARGES	250.00	8,000.00	1,150.00	7,000.00	1,000.00-	88
501-3-16080-0011	DORMANT ACCT FEE	296.02	3,540.63	277.73	2,842.04	698.59-	80
501-3-16080-0012	FIRE SPRINKLERS	397.00	4,764.00	397.00	3,970.00	794.00-	83
501-3-16080-0013	AVAILABILITY FEE	0.00	5,000.00	0.00	3,949.53	1,050.47-	79
501-3-16080-0014	WATER CHARGES-SBC	8,025.00	96,300.00	8,025.00	80,852.20	15,447.80-	84
501-3-16080-0015	PREPAY UTILITIES	0.00	0.00	1,402.95-	2,838.26-	2,838.26-	0
501-3-16080-0016	SBC WATER CAPITAL COSTS REIMB	2,185.60	26,227.20	2,185.60	21,856.00	4,371.20-	83
48	16080 Total	97,283.55	1,241,057.83	105,500.24	1,076,332.85	164,724.98-	86
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	1,113.50-	1,000.00	285.87-	713.30	286.70-	71
	WATER FUND Revenue Totals	96,170.05	3,144,158.93	105,214.37	1,146,046.15	1,998,112.78-	36
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

Town of Amherst
Statement of Revenue and Expenditures

05/07/2025
04:17 PM

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
501-4-12110-1100	WAGES	3,559.18	61,355.59	3,764.68	41,308.73	20,046.86	67
501-4-12110-1300	PT WAGES	396.60	5,453.39	419.44	4,602.42	850.97	84
501-4-12110-2100	FICA	318.54	5,110.89	336.94	3,682.00	1,428.89	72
501-4-12110-2200	VRS	841.30	14,743.75	1,076.84	10,756.94	3,986.81	73
501-4-12110-2300	HEALTH INSURANCE	370.52	7,261.80	370.62	3,706.15	3,555.65	51
501-4-12110-2400	GROUP LIFE INSURANCE	51.40	724.00	47.90	477.68	246.32	66
501-4-12110-2500	STD/LONG-TERM DISABILITY	0.00	323.96	0.00	172.32	151.64	53
12110 TOWN MANAGER		5,537.54	94,973.38	6,016.42	64,706.24	30,267.14	68
501-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
501-4-12420-1100	WAGES	3,042.12	42,815.36	3,368.24	37,007.39	5,807.97	86
501-4-12420-1300	PT WAGES	832.19	10,752.27	858.69	7,881.89	2,870.38	73
501-4-12420-2100	FICA	276.03	4,097.92	303.05	3,228.15	869.77	79
501-4-12420-2200	VRS	503.48	9,513.12	683.60	6,834.08	2,679.04	72
501-4-12420-2300	HEALTH INSURANCE	231.28	7,820.40	231.28	2,312.82	5,507.58	30
501-4-12420-2400	GROUP LIFE INSURANCE	39.85	505.22	38.52	384.67	120.55	76
501-4-12420-2500	HYBRID DISABILITY	0.00	109.09	0.00	72.80	36.29	67
501-4-12420-3160	BANKING SERVICE CHARGES	0.00	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	319.77	4,000.00	341.83	3,416.32	583.68	85
501-4-12420-6001	OFFICE SUPPLIES	0.00	2,000.00	0.00	1,845.00	155.00	92
12420 FINANCE DEPARTMENT		5,244.72	85,313.38	5,825.21	66,191.45	19,121.93	78
501-4-44000-0000	WATER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0
501-4-44000-1100	WAGES	12,627.16	167,842.87	14,338.42	145,895.80	21,947.07	87
501-4-44000-1200	OVERTIME	0.00	0.00	438.53	2,905.23	2,905.23	0
501-4-44000-1300	PT WAGES	913.08	30,209.05	2,553.00	30,532.85	323.80	101

Town of Amherst
Statement of Revenue and Expenditures

05/07/2025
04:17 PM

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
501-4-44000-1400	OTHER/HOLIDAY	0.00	6,621.08	0.00	2,943.78	3,677.30	44
501-4-44000-2100	FICA	1,038.72	15,657.48	1,329.19	13,985.05	1,672.43	89
501-4-44000-2200	VRS	2,315.58	37,375.38	3,038.04	30,730.17	6,645.21	82
501-4-44000-2300	HEALTH INSURANCE	2,831.84	33,516.00	2,799.92	27,997.96	5,518.04	84
501-4-44000-2400	GROUP LIFE INSURANCE	183.26	1,980.55	170.50	1,686.09	294.46	85
501-4-44000-2500	LONG-TERM DISABILITY	0.00	440.09	0.00	302.48	137.61	69
501-4-44000-2600	UNEMPLOYEMENT INSURANCE	31.04	32.00	0.00	3.67	28.33	11
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	25.90	31,000.00	92.40	2,879.50	28,120.50	9
501-4-44000-3150	PROFESSIONAL SVCS	250.00	3,200.00	250.00	8,199.50	4,999.50-	256
501-4-44000-3310	REPAIR & MAINT. SVCS	962.55	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	6,280.27	68,952.59	6,296.32	62,997.11	5,955.48	91
501-4-44000-5120	WATER & SEWER	11,776.00	104,400.00	6,185.12	57,525.15	46,874.85	55
501-4-44000-5210	POSTAGE	0.00	2,000.00	0.00	1,334.95	665.05	67
501-4-44000-5230	TELECOMMUNICATIONS	335.17	7,500.00	335.35	3,785.37	3,714.63	50
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	0.00	301.00	2,699.00	10
501-4-44000-5600	PERMITS	10,000.00	7,000.00	0.00	3,833.33	3,166.67	55
501-4-44000-5810	DUES & MEMBERSHIPS	0.00	2,000.00	100.00	1,254.74	745.26	63
501-4-44000-6001	OFFICE SUPPLIES	0.00	2,000.00	493.03	647.55	1,352.45	32
501-4-44000-6004	LAB SUPPLIES	1,871.90	15,000.00	600.17	9,443.31	5,556.69	63
501-4-44000-6007	REPAIR & MAINT. SUPPLIES	262.86	20,000.00	5.89	16,471.78	3,528.22	82
501-4-44000-6008	FUEL/OIL	0.00	3,000.00	0.00	669.82	2,330.18	22
501-4-44000-6009	VEHICLE & EQUIP SUPPLIES	0.00	3,000.00	25.67	574.62	2,425.38	19
501-4-44000-6011	UNIFORMS	102.00	1,500.00	0.00	0.00	1,500.00	0

Town of Amherst
Statement of Revenue and Expenditures

05/07/2025
04:17 PM

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
501-4-44000-6051	CHEMICALS	5,591.59	108,000.00	2,937.33	89,134.52	18,865.48	83
501-4-44000-8005	EQUIPMENT	490.47	15,000.00	0.00	7,093.56	7,906.44	47
	44000 WATER OPERATIONAL	57,889.39	708,919.81	41,988.88	526,378.89	182,540.92	74
501-4-45000-0000	WATER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
501-4-45000-1100	WAGES	9,112.41	137,919.66	7,989.25	105,894.63	32,025.03	77
501-4-45000-1200	PT WAGES	0.00	791.17	0.00	143.53	647.64	18
501-4-45000-1300	PT WAGES	0.00	1,963.56	134.11	858.89	1,104.67	44
501-4-45000-2100	FICA	699.81	10,761.59	619.11	8,203.35	2,558.24	76
501-4-45000-2200	VRS	1,653.34	28,665.84	1,222.08	20,613.19	8,052.65	72
501-4-45000-2300	HEALTH INSURANCE	2,085.65	27,930.00	1,243.26	19,820.22	8,109.78	71
501-4-45000-2400	GROUP LIFE INSURANCE	130.84	1,627.45	70.24	1,184.97	442.48	73
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	85.10	800.00	43.70	342.70	457.30	43
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	108.49	1,891.51	5
501-4-45000-5810	DUES & MEMBERSHIP	0.00	200.00	0.00	0.00	200.00	0
501-4-45000-6007	REPAIR & MAINT. SUPPLIES	1,659.27	25,000.00	2,502.85	14,525.43	10,474.57	58
501-4-45000-8005	EQUIPMENT/VEHICLES	0.00	250,000.00	0.00	0.00	250,000.00	0
	45000 WATER MAINTENANCE	15,426.42	500,905.36	13,824.60	171,695.40	329,209.96	34
501-4-94000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
501-4-94000-8002	WATER TREATMENT PLANT IMPROVEMENTS	0.00	0.00	376.00	393,334.00	393,334.00-	0
501-4-94000-8003	SUNSET WATERLINE REPLACEMENT	0.00	1,300,000.00	99,191.63	348,806.13	951,193.87	27

Town of Amherst
Statement of Revenue and Expenditures

05/07/2025
04:17 PM

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
	94000 CONTROL	0.00	1,300,000.00	99,567.63	742,140.13	557,859.87	57
501-4-95000-0000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0
501-4-95000-9000	60W W/L PRINCIPLE	0.00	17,722.64	0.00	8,795.36	8,927.28	50
501-4-95000-9001	60W W/L INTEREST	0.00	11,321.28	0.00	5,726.60	5,594.68	51
501-4-95000-9004	MAINSTREET W/L PRINCIPLE	0.00	81,938.15	0.00	20,735.93	61,202.22	25
501-4-95000-9005	MAINSTREET W/L INTEREST	0.00	41,013.53	0.00	40,739.91	273.62	99
501-4-95000-9006	STERLING BANK DEBT REFI PRIN	8,520.57	105,720.27	0.00	61,670.14	44,050.13	58
501-4-95000-9007	STERLING BANK DEBT REFI INTEREST	1,996.56	21,482.95	0.00	12,961.45	8,521.50	60
501-4-95000-9008	WATER PLANT UPGRADES PRINCIPLES	0.00	96,853.57	0.00	46,209.12	50,644.45	48
501-4-95000-9009	WATER PLANT UPGRADES INTEREST	0.00	77,994.61	0.00	41,214.97	36,779.64	53
	95000 DEBT SERVICE	10,517.13	454,047.00	0.00	238,053.48	215,993.52	52
WATER FUND Expenditure Totals							
		94,615.20	3,144,158.93	167,222.74	1,809,165.59	1,334,993.34	58

501 WATER FUND	Prior	Current	YTD
Revenues:	96,170.05	105,214.37	1,146,046.15
Expenditures:	94,615.20	167,222.74	1,809,165.59
Net Income:	1,554.85	62,008.37 -	663,119.44 -

Town of Amherst
Statement of Revenue and Expenditures

05/07/2025
04:17 PM

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
502-3-16080-0005	SEWER IN-TOWN BASE CHARGES	30,882.40	390,945.22	32,294.75	315,286.84	75,658.38-	81
502-3-16080-0006	SEWER OT BASE CHARGES	9,799.67	97,260.45	10,252.92	104,245.44	6,984.99	107
502-3-16080-0007	SEWER IN-TOWN USAGE CHARGE	19,771.49	292,422.04	21,744.49	216,454.29	75,967.75-	74
502-3-16080-0008	SEWER OT USAGE CHARGE	7,923.62	79,168.59	8,277.22	84,267.33	5,098.74	106
502-3-16080-0009	PENALTIES	3,339.75	25,000.00	3,090.70	24,338.68	661.32-	97
502-3-16080-0011	DORMANT ACCT FEE	438.71	5,353.58	399.00	4,208.00	1,145.58-	79
502-3-16080-0012	AVALABILITY FEE	0.00	0.00	0.00	922.58	922.58	0
	16080 Total	72,155.64	890,149.88	76,059.08	749,723.16	140,426.72-	84
502-3-19020-0003	SBC-RUT. CREEK OPERATIONS	0.00	55,000.00	0.00	61,556.42	6,556.42	112
502-3-19020-0004	SBC SEWER REHAB	0.00	11,172.00	0.00	8,379.00	2,793.00-	75
	19020 Total	0.00	66,172.00	0.00	69,935.42	3,763.42	105
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	72,155.64	1,639,377.41	76,059.08	821,064.18	818,313.23-	50
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	2,669.39	36,705.65	2,823.52	30,981.59	5,724.06	84
502-4-12110-1300	PT WAGES	356.94	5,453.39	419.44	4,226.10	1,227.29	77
502-4-12110-2100	FICA	243.44	3,225.17	260.74	2,820.92	404.25	87
502-4-12110-2200	VRS	631.00	8,820.37	807.64	8,067.82	752.55	91
502-4-12110-2300	HEALTH INSURANCE	277.90	3,686.76	277.98	2,779.70	907.06	75

Town of Amherst
Statement of Revenue and Expenditures

05/07/2025
04:17 PM

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
502-4-12110-2400	GROUP LIFE INSURANCE	38.56	433.13	35.92	358.22	74.91	83
502-4-12110-2500	STD/LONG-TERM DISABILITY	0.00	193.81	0.00	129.28	64.53	67
	12110 CONTROL	4,217.23	58,518.28	4,625.24	49,363.63	9,154.65	84
502-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
502-4-12420-1100	WAGES	2,549.90	35,042.28	2,767.32	30,411.68	4,630.60	87
502-4-12420-1300	PT WAGES	811.39	10,483.46	837.22	7,684.85	2,798.61	73
502-4-12420-2100	FICA	237.59	3,482.72	256.21	2,717.18	765.54	78
502-4-12420-2200	VRS	430.77	7,676.26	571.06	5,709.34	1,966.92	74
502-4-12420-2300	HEALTH INSURANCE	222.04	6,636.17	222.04	2,220.40	4,415.77	33
502-4-12420-2400	GROUP LIFE INSURANCE	34.10	413.50	32.30	322.68	90.82	78
502-4-12420-2500	HYBRID DISABILITY	0.00	0.00	0.00	48.56	48.56-	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	319.78	4,000.00	341.83	3,416.28	583.72	85
502-4-12420-6001	OFFICE SUPPLIES	0.00	2,000.00	0.00	1,845.00	155.00	92
	12420 FINANCE DEPARTMENT	4,605.57	73,234.39	5,027.98	57,584.31	15,650.08	79
502-4-44000-0000	SEWER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0
502-4-44000-1100	WAGES	14,848.88	202,634.89	16,094.07	175,129.63	27,505.26	86
502-4-44000-1200	OVERTIME	0.00	0.00	438.52	2,875.73	2,875.73-	0
502-4-44000-1400	OTHER/HOLIDAY	0.00	6,588.68	0.00	5,108.36	1,480.32	78
502-4-44000-2100	FICA	1,078.80	16,005.60	1,210.43	13,464.73	2,540.87	84
502-4-44000-2200	VRS	2,715.52	43,304.92	3,610.12	36,007.81	7,297.11	83
502-4-44000-2300	HEALTH INSURANCE	2,754.16	33,516.00	2,786.08	27,862.04	5,653.96	83
502-4-44000-2400	GROUP LIFE INSURANCE	214.94	2,391.09	205.18	2,037.38	353.71	85
502-4-44000-2500	LONG-TERM DISABILITY	0.00	257.06	0.00	171.44	85.62	67
502-4-44000-2600	UNEMPLOYMENT INSURANCE	24.00	0.00	0.00	0.00	0.00	0

Town of Amherst
Statement of Revenue and Expenditures

05/07/2025
04:17 PM

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
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	0.00	38,932.80	66,067.20	37
502-4-44000-3140	TESTING SERVICES	1,107.60	53,655.29	2,232.00	32,304.30	21,350.99	60
502-4-44000-3150	PROFESSIONAL SVCS	1,217.73	3,000.00	250.00	2,500.00	500.00	83
502-4-44000-3310	REPAIR & MAINT. SVCS-RUT CRK	0.00	18,666.00	0.00	3,852.00	14,814.00	21
502-4-44000-3600	ADVERTISING	0.00	500.00	0.00	0.00	500.00	0
502-4-44000-5100	ELECTRICAL SVCS-RUT CRK	15,329.77	53,000.00	5,939.23	64,252.69	11,252.69-	121
502-4-44000-5120	WATER, SEWER - RUT. CRK.	229.14	7,400.00	218.06	7,453.36	53.36-	101
502-4-44000-5130	ELECTRICAL SVCS-PUMP STATION	9,708.27-	2,370.00	205.94	1,907.45	462.55	80
502-4-44000-5140	WATER,SEWER-PUMP STATION	15.60	220.00	15.60	157.55	62.45	72
502-4-44000-5210	POSTAGE	0.00	250.00	0.00	0.00	250.00	0
502-4-44000-5230	TELECOMMUNICATIONS	90.00	5,796.00	791.82	6,335.93	539.93-	109
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	2,376.04	6,784.04	2,784.04-	170
502-4-44000-5810	DUES & MEMBERSHIPS	0.00	2,000.00	0.00	509.90	1,490.10	26
502-4-44000-6001	OFFICE SUPPLIES	0.00	2,000.00	699.02	763.02	1,236.98	38
502-4-44000-6004	LAB SUPPLIES	0.00	8,235.00	142.57	5,460.09	2,774.91	66
502-4-44000-6007	REPAIR & MAINT. SUPPLIES-RUT. CRK.	1,085.07	35,000.00	0.00	34,683.99	316.01	99
502-4-44000-6008	FUEL/OIL	357.87	3,000.00	0.00	2,130.01	869.99	71
502-4-44000-6009	VEHICLE & EQUIP SUPPLIES	0.00	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	4,387.50	227.50	95
502-4-44000-8005	VEHICLES	490.47	15,000.00	0.00	7,008.78	7,991.22	47
	44000 SEWER OPERATIONAL	31,851.28	643,823.32	37,214.68	482,493.46	161,329.86	75
502-4-45000-0000	SEWER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0

Town of Amherst
Statement of Revenue and Expenditures

05/07/2025
04:17 PM

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
502-4-45000-1100	WAGES	9,084.37	137,518.60	7,989.25	105,894.63	31,623.97	77
502-4-45000-1300	PT WAGES	0.00	791.17	134.11	858.89	67.72-	109
502-4-45000-1400	OTHER PAY/HOLIDAY	0.00	1,963.56	0.00	143.53	1,820.03	7
502-4-45000-2100	FICA	697.65	10,730.91	619.11	8,203.35	2,527.56	76
502-4-45000-2200	VRS	1,648.26	28,569.46	1,222.08	20,613.19	7,956.27	72
502-4-45000-2300	HEALTH INSURANCE	2,076.49	30,600.11	1,243.26	19,820.22	10,779.89	65
502-4-45000-2400	GROUP LIFE INSURANCE	130.44	1,622.72	70.24	1,184.97	437.75	73
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	0.00	10,000.00	247.41	5,680.42	4,319.58	57
502-4-45000-8005	EQUIPMENT/VEHICLES	0.00	250,000.00	0.00	0.00	250,000.00	0
	45000 SEWER MAINTENANCE	13,637.21	477,958.58	11,525.46	162,399.20	315,559.38	34
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	0.00	284,625.00	284,625.00-	0
502-4-94000-8002	WWTP CENTRIFUGE	0.00	0.00	0.00	78,572.88	78,572.88-	0
	94000 CAPITAL PROJECTS	0.00	0.00	0.00	363,197.88	363,197.88-	0
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	0.00	131,049.10	93,606.47	58
502-4-95000-9003	STERLING BANK WWTP REFI INTEREST	4,242.71	45,651.27	0.00	27,543.20	18,108.07	60
502-4-95000-9004	SEWER REHAB PRINCIPLE	5,796.52	71,110.29	0.00	41,230.38	29,879.91	58
502-4-95000-9005	SEWER REHAB INTEREST	3,831.48	44,425.71	0.00	26,165.62	18,260.09	59
	95000 DEBT SERVICE	31,976.93	385,842.84	0.00	225,988.30	159,854.54	59
	SEWER FUND Expenditure Totals	86,288.22	1,639,377.41	58,393.36	1,341,026.78	298,350.63	82
	502 SEWER FUND	Prior	Current	YTD			

Town of Amherst			
Statement of Revenue and Expenditures			
Revenues:	72,155.64	76,059.08	821,064.18
Expenditures:	86,288.22	58,393.36	1,341,026.78
Net Income:	14,132.58 -	17,665.72	519,962.60 -

Town of Amherst
Statement of Revenue and Expenditures

05/07/2025
04:17 PM

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
514-3-16080-0005	GARBAGE IT CHARGES	11,857.77	146,975.00	12,382.81	123,724.11	23,250.89-	84
514-3-16080-0006	GARBAGE OT CHARGES	1,595.89	20,812.50	1,700.00	17,071.46	3,741.04-	82
514-3-16080-0009	PENALTIES	427.03	5,000.00	483.97	3,645.77	1,354.23-	73
	16080 Total	13,880.69	172,787.50	14,566.78	144,441.34	28,346.16-	83
	GARBAGE FUND Revenue Totals	13,880.69	172,787.50	14,566.78	144,441.34	28,346.16-	83
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	266.93	3,670.57	282.34	3,098.10	572.47	84
514-4-12110-1300	PT WAGES	39.64	0.00	0.00	376.31	376.31-	0
514-4-12110-2100	FICA	24.66	280.80	22.88	278.62	2.18	99
514-4-12110-2200	VRS	63.10	882.04	80.76	806.75	75.29	91
514-4-12110-2300	HEALTH INSURANCE	27.78	368.68	27.80	277.99	90.69	75
514-4-12110-2400	GROUP LIFE INSURANCE	3.86	43.31	3.60	35.90	7.41	83
514-4-12110-2500	STD/LONG-TERM DISABILITY	0.00	19.38	0.00	12.80	6.58	66
514-4-12110-5000	CONTINGENCY	0.00	5,146.67	0.00	0.00	5,146.67	0
	12110 TOWN MANAGER	425.97	10,411.45	417.38	4,886.47	5,524.98	47
514-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
514-4-12420-1100	WAGES	127.28	1,804.44	141.78	1,557.54	246.90	86
514-4-12420-1300	PT WAGES	20.80	268.81	21.47	197.03	71.78	73
514-4-12420-2100	FICA	10.48	158.60	11.67	125.93	32.67	79
514-4-12420-2200	VRS	20.94	402.59	28.62	286.12	116.47	71
514-4-12420-2300	HEALTH INSURANCE	9.24	368.68	9.24	92.40	276.28	25
514-4-12420-2400	GROUP LIFE INSURANCE	1.65	21.29	1.60	15.98	5.31	75

Town of Amherst
Statement of Revenue and Expenditures

05/07/2025
04:17 PM

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
514-4-12420-2500	HYBRID DISABILITY	0.00	4.85	0.00	2.77	2.08	57
	12420 FINANCE DEPARTMENT	190.39	3,029.26	214.38	2,277.77	751.49	75
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	110,920.00	22,029.92	83
514-4-43200-3170	COLLECTION OUT OF TOWN	1,461.68	21,403.20	1,553.82	15,423.54	5,979.66	72
	43200 CONTROL	11,996.04	154,353.12	12,645.82	126,343.54	28,009.58	82
514-4-45000-0000	GARBAGE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
514-4-45000-1100	WAGES	214.98	3,243.13	177.54	2,352.98	890.15	73
514-4-45000-1400	OTHER PAY/HOLIDAYS	0.00	43.63	0.00	3.18	40.45	7
514-4-45000-2100	FICA	16.48	251.44	13.52	180.85	70.59	72
514-4-45000-2200	VRS	39.00	679.85	27.16	458.11	221.74	67
514-4-45000-2300	HEALTH INSURANCE	50.43	737.35	27.64	440.35	297.00	60
514-4-45000-2400	GROUP LIFE INSURANCE	3.09	38.27	1.58	26.46	11.81	69
	45000 GARBAGE MAINTENANCE	323.98	4,993.67	247.44	3,461.93	1,531.74	69
	GARBAGE FUND Expenditure Totals	12,936.38	172,787.50	13,525.02	136,969.71	35,817.79	79
514 GARBAGE FUND							
	Revenues:	13,880.69	14,566.78		144,441.34		
	Expenditures:	12,936.38	13,525.02		136,969.71		
	Net Income:	944.31	1,041.76		7,471.63		

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
701-3-41030-0001	BP RECOUPMENT REV	0.00	64,812.76	64,795.16	64,795.16	17.60-	100
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	1,282.24	1,923.00	572.94	572.94	1,350.06-	30
IDA FUND Revenue Totals		1,282.24	70,625.76	65,368.10	69,258.10	1,367.66-	98
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	0.00	9,494.03	1,609.36	10,306.76	812.73-	109
701-4-45000-2100	FICA	0.00	726.29	123.11	788.43	62.14-	109
701-4-45000-2700	WORKER'S COMP	0.00	273.74	0.00	0.00	273.74	0
45000 CONTROL		0.00	10,494.06	1,732.47	11,095.19	601.13-	106
701-4-81500-0000	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0
701-4-81500-5100	ELECTRICAL SERV.	29.03	300.00	28.39	297.39	2.61	99
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		29.03	60,131.70	28.39	2,955.39	57,176.31	5
IDA FUND Expenditure Totals		29.03	70,625.76	1,760.86	14,050.58	56,575.18	20

701 IDA FUND	Prior	Current	YTD
Revenues:	1,282.24	65,368.10	69,258.10
Expenditures:	29.03	1,760.86	14,050.58

Town of Amherst
Statement of Revenue and Expenditures

05/07/2025
04:17 PM

Net Income:	1,253.21	63,607.24	55,207.52
--------------------	-----------------	------------------	------------------

Town of Amherst
Statement of Revenue and Expenditures

Grand Totals	Prior	Current	YTD
Revenues:	340,811.69	400,631.98	3,480,184.52
Expenditures:	321,776.52	334,442.61	4,596,811.81
Net Income:	19,035.17	66,189.37	1,116,627.29 -

CLERK OF COUNCIL REPORT APRIL 2025

COMMITTEE MEETINGS

Planning Commission

Regular Meeting 04/02/25: 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.

Economic Development Authority

Meeting/Work Session – Receive and review agenda materials; post agenda to website; prepare for and attend meeting and joint work session with Town Council; post agenda packet to website; draft minutes for approval; post to Town website

Town Council Meeting

Work Session 04/9/25: Attend joint work session work session; prepare and post minutes to Town website

Regular Meeting 04/9/25: 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

Website administration/content management 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.

Facebook content/design management with links to Town Website; share links to community news and events; and monitor feedback.

FREEDOM OF INFORMATION ACT

Receive, review and respond to two (2) FOIA requests

OTHER:

- Convert and post audio recording of meeting to website
- Prepare/draft numerous legal ads and notices of public hearings and vacancies; post ads to newspaper portal; post notices to website
- Prepare and place order for 3 additional Honor flags
- Prepare closed session resolutions
- Prepare resolution honoring Andra Higginbotham
- Compose information on customer portal for My Water Advisor 2.0, railroad crossing closure, and National Bike Month for posting
- Purchase, prepare and set up food for Town Council work session
- Miscellaneous phone calls, correspondence; miscellaneous research.
- Prepare miscellaneous purchase orders.

Town of Amherst Committees Report– April 30, 2025 - See Attached.

Town of Amherst Committees as of April 30, 2025

Appointed/Term Expires

TOWN COUNCIL

D. Dwayne Tuggle, Mayor	01/01/23	12/31/26
Kenneth S. Watts	01/01/25	12/31/28
Michael Driskill	01/01/25	12/31/28
Jarod S. Martin	01/01/25	12/31/28
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
Janice Wheaton	01/01/25	12/31/26 (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

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

ECONOMIC DEVELOPMENT AUTHORITY

Sharon Watts Turner - Chairperson	07/01/22	06/30/26
Clifford Hart	07/01/23	06/30/27
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	01/01/25	12/31/26
Sara McGuffin	01/01/25	12/31/26

Appointed/Term Expires

CENTRAL VIRGINIA TRANSPORTATION COUNCIL (MPO)

D. Dwayne Tuggle	01/01/25	12/31/26
Sara E. McGuffin	01/01/25	12/31/26

Appointed/Term Expires

STANDING COUNCIL COMMITTEES 01/01/25 12/31/26

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

TOWN OF AMHERST



Maintenance Department

173 Industrial Park Drive, Amherst, Virginia 24521

PHONE: (434) 665-0604 FAX: (434) 946-2087

April 2025 Monthly Report

- Installed 2" hydrant at Wastewater Treatment Facility.
- Repaired a leak at the Presbyterian church.
- Continuing to remove dirt from Mill Creek Park.
- Installed kick plates on settling basins at water treatment plant.
- No trespassing signs at the river pumping station installed.
- Staff are still assisting with the completion of the new meter install project.
- Checking sewer pumping stations on Monday, Wednesday, and Friday.
- Put up the banner for the pancake day event.
- Identified more residential water connections for the galvanized and lead project with Alison.
- Unclogged grit operations for wastewater Treatment Facility.
- Inspecting Sunset waterline project.
- Marking Miss Utility Tickets.
- Training in data management software.
- Grass Mowing (306 Man Hours).
- Oasis Church painted most of the flower boxes downtown.

Members of Oasis Church painting flower boxes.



Sunset waterline project.



2" hydrant installed at wastewater treatment plant.



Leak repair at presbyterian church.



**Town of Amherst Planning Commission
Minutes
May 7, 2025**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on May 7, 2025, at 7:00 P.M., in the Council Chambers of Town Hall at 174 S. Main Street.

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

P	June Driskill	P	Janice Wheaton
P	William Jones	A	John Vandervelde
A	Anne Webster Day	P	Veda Butcher - Remote
P	Clifford Hart		

Town Manager Sara McGuffin was present remotely. Clerk of Council Vicki K. Hunt in her capacity as Secretary was present.

Mr. Hart made a motion that was seconded by Mr. Jones to allow Board Member Butcher to participate in the meeting by remote communication.

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

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

The Chair opened the floor for citizen comments.

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

Mr. Jones made a motion that was seconded by Mr. Hart to approve the minutes of the April 2, 2025, meeting.

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

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

The Chair opened a duly advertised public hearing at 7:01 P.M., on proposed amendments to Town Code Chapter 24 Zoning and Subdivisions, Article IX. Signs, that would, if approved, (a) amend Sec. 24-571 Intent to include Purpose and Intent; Sec. 24-572 Calculation of sign area;

Sec. 24-577 Signs located in the commercial and industrial sign district; (b) add new sections related to Applicability; Administration; Signs exempt from obtaining a sign permit; Signs authorized by special use permit, off-sign directional signs; Sign maintenance; Sign alteration, repair or removal, when required; and Nonconforming signs; and, (c) add subsections to Sec. 24-581 Signs prohibited in all sign districts. Copies of the proposed amendments were distributed to the Commissioners.

Sonny Sundaramurthy, Town resident, came forward with a list of concerns pertaining to proposed sign ordinance amendments.

There being no one else present who wished to speak on the matter, the public hearing was closed at 7:05 PM.

After a report by Town Manager McGuffin on the proposed amendments no action was taken by the Commission and the matter was deferred.

The Chair opened the floor for citizen comments.

Harold Thomas, Town resident, came forward with concerns about temporary signage or illegal signage being used throughout the town that advertise services.

Sonny Sundaramurthy, Town resident, came forward to state his concern over the proposed amendment related to size limitations set on non-commercial speech signage.

There being no one else 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, seconded by Mr. Hart, the meeting adjourned at 7:26 PM, according to the following:

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

June Driskill, Chairperson

Attest: _____

**Town of Amherst
Economic Development Authority**

Chairperson Sharon Turner called a meeting of the Town of Amherst Economic Development Authority, formerly Industrial Development Authority, to order on April 9, 2025, at 5:00 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	Sharon Turner	P	Steven Jefferson
P	C. Manly Rucker	P	Harold Thomas, Jr.
A	Clifford Hart	P	Jaynene Casey
P	Mark Milhous		

Also present were Town Council Members as follows:

P	D. Dwayne Tuggle	P	Andra Higginbotham
P	Janice Wheaton	P	Michael Driskill
P	Jarod S. Martin	P	Kenneth Watts

Also present were the following staff members:

Sara E. McGuffin	Town Manager/ Secretary	Vicki K. Hunt	Clerk of Council
Tracie Morgan	Dep. Town Manager/Treas.		

Reports on Brockman Park Recoupment Program and Brockman Park Property Maintenance and Billing

Town Manager McGuffin presented status reports on the Brockman Park Recoupment program per the October 2, 2001, agreement whereby the County would direct monies to the Town to defray Brockman Park development costs, and on the costs of maintaining the common areas at Brockman Park that are to be shared among all tenants per the “homeowners association” section of the Brockman Park deed restrictions.

Mr. Thomas made a motion that was seconded by Mr. Milhous to direct the Secretary to transmit the 2024 Brockman Park Recoupment report to Amherst County, and to authorize the Secretary to bill Amherst NSF Operations, LLC, Steven D. Clancy, LLC, and Horizon Behavioral Health for calendar year 2024 expenses

There being no discussion, the motion carried 6-0 as follows:

Sharon Turner	Aye	Steven Jefferson	Aye
C. Manly Rucker	Aye	Douglas Thompson	Absent
Clifford Hart	Absent	Richard Wydner	Aye
Mark Milhous	Aye		

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

Clerk of Council Hunt was called upon to read a resolution authorizing a closed meeting, the purpose of which was to go into joint discussions with Town Council concerning the development of Brockman Park.

At 5:03 PM, Clerk of Council Hunt read a resolution to authorize a closed meeting, as follows:

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

- Matters relating to a prospective business or industry where no previous announcement has been made of the business or industry's interest in locating or expanding its facilities in the community and the disposition of real estate where discussion in an open meeting would adversely affect the bargaining position of the public body.

WHEREAS, pursuant to §2.2-3711A.5 of the Code of Virginia, such discussions may occur in Closed Meeting.

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

Mr. Rucker made a motion that was seconded by Mr. Thomas to approve the resolution and go into closed session.

The motion carried 7-0 via the roll call method as follows:

Sharon Turner	Aye	Steven Jefferson	Aye
C. Manly Rucker	Aye	Harold Thomas	Aye
Clifford Hart	Absent	Jaynene Casey	Aye
Mark Milhous	Aye		

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

At 5:04 PM, pursuant to the Resolution, the Economic Development Authority convened in closed session.

At 6:02 PM the meeting reopened to the public.

Clerk of Council Hunt read the following closed session certification to the Economic Development Authority members:

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

Responses via the roll call method were as follows:

Sharon Turner	Yes		Steven Jefferson	Yes
C. Manly Rucker	Yes		Harold Thomas	Yes
Clifford Hart	Absent		Jaynene Casey	Yes
Mark Milhous	Yes			

There being no further business, the meeting adjourned at 6:02 p.m. on motion of Mr. Rucker seconded by Mr. Thomas.

The motion carried 6-0 as follows:

Sharon Turner	Aye		Steven Jefferson	Aye
C. Manly Rucker	Aye		Harold Thomas	Aye
Clifford Hart	Absent		Jaynene Casey	Aye
Mark Milhous	Aye			

Sharon W. Turner, Chairperson

ATTEST: _____
Secretary



TOWN OF AMHERST

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

March 6, 2025

Jeremy Bryant
Amherst County
P.O. Box 390
Amherst, VA. 24521

RE: Brockman Park Recoupment Fund

Pursuant to the October 2, 2001 agreement, the Authority has prepared the enclosed report.

Please review this report for accuracy and appropriateness and forward the calculated \$64,795.16 recoupment as soon as they are paid to the County.

Thank you in advance for your attention to this.

Sincerely,

Tracie L. Morgan
Deputy Town Manager/Treasurer

Enclosure

Brockman Park Investment Recoupment Report

Prepared: 01/29/24

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

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

FY 24 Activity:

County: Lot 10: Steven D. Clancy, LLC (BlackBox)) Real Estate Taxes	12,694.10	
Lot 10: MTS/Black Box Personal Property Taxes	1,148.86	
Lot 10: MTS/Black Box Business Equipment Taxes	7,405.43	
Lot 9b,c: HBH Amherst, LLC (Horizon) Real Estate Taxes	8,566.24	
Lot ????: AmherstSNF Operations/Fairmont Real Estate Taxes	37,721.18	
Lot ????: AmherstSNF Operations/Fairmont Business Equipment		
Note: Above is as per Commissioner of the Revenue Jane Irby on 2/21/25		
Less - FY98 Assessment	(2,740.65)	
Total FY25 from County		(64,795.16)

Town: 2024

	Value	Town Tax Rate
Lot 10: Steven D. Clancy, LLC (BlackBox)) Real Estate Taxes	2,081,000.00	749.16
Lot 10: MTS/Black Box Personal Property Taxes	33,550.00	117.43
Lot 10: MTS/Black Box Business Equipment Taxes	214,650.00	751.28
Lot 9b,c: HBH Amherst, LLC (Horizon) Real Estate Taxes	1,404,300.00	505.55
Lot ????: AmherstSNF Operations/Fairmont Real Estate Taxes	6,183,800.00	2,226.17
Lot ????: AmherstSNF Operations/Fairmont Business Equipment	0.00	0.00
		(4,349.58)

Projected Balance, 6/30/2025 \$ 1,963,821.24



TOWN OF AMHERST

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

March 6, 2025

Amherst SNF Operations, LLC
173 Brockman Park
Amherst, VA. 24521

RE: Brockman Park Association-CY 2024 Expenses

Pursuant to the terms of the Brockman Park Association agreement, the Authority has prepared the enclosed calculation of expenses for maintaining the common areas at the L. Barnes Brockman, Sr. Business and Industrial Park incurred during 2024.

Please review this report for appropriateness and forward the calculated \$572.94 reimbursement to the Town of Amherst at your earliest convenience.

Thank you in advance for your attention to this.

Sincerely,


Tracie L. Morgan
Deputy Town Manager/Treasurer

Enclosure

Brockman Park Owners Association

Maintenance Reimbursement for CY24

029-537-567-0-3

Date	Vendor	Description	Invoice Amount
1/15/2024	AMERICAN ELECTRIC POWER		\$ 32.67
2/15/2024	AMERICAN ELECTRIC POWER		\$ 31.61
3/15/2024	AMERICAN ELECTRIC POWER		\$ 29.98
4/15/2024	AMERICAN ELECTRIC POWER		\$ 29.03
5/13/2024	AMERICAN ELECTRIC POWER		\$ 26.75
6/15/2024	AMERICAN ELECTRIC POWER		\$ 26.76
7/14/2024	AMERICAN ELECTRIC POWER		\$ 24.92
8/13/2024	AMERICAN ELECTRIC POWER		\$ 25.53
9/14/2024	AMERICAN ELECTRIC POWER		\$ 29.09
10/14/2024	AMERICAN ELECTRIC POWER		\$ 29.31
11/11/2024	AMERICAN ELECTRIC POWER		\$ 40.41
12/15/2024	AMERICAN ELECTRIC POWER		\$ 34.31
Subtotal, Sign Electricity			\$ 360.37

Last year's grass cutting contract=	\$ 6,270.26
Increase by the Consumer Price Index (2.8%)	\$ 232.00

Subtotal, Grass Cutting **\$ 6,502.26**

\$ -
\$ -

Subtotal, Other Property Maintenance **\$ -**

\$ 13.56	\$/light/month per bill
\$ 10.44	\$/light/month other charges
\$ 24.00	Actual per-month cost per BP light
8 # lights	
12 # months	
\$2,304.47	Cost to provide street lights at BP

Subtotal, Street Lights **\$ 2,304.47**

Total **\$ 9,167.10**
#Lots **16**

Per Lot Assessment **\$ 572.94**



Prepared 2/27/2025
Printed: 2/28/2025



TOWN OF AMHERST

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

March 6, 2025

Steven D. Clancy
Steven D. Clancy, LLC
20 Speen St
Suite 403
Framingham, MA 01701

RE: Brockman Park Association-CY 2024 Expenses

Pursuant to the terms of the Brockman Park Association agreement, the Authority has prepared the enclosed calculation of expenses for maintaining the common areas at the L. Barnes Brockman, Sr. Business and Industrial Park incurred during 2024.

Please review this report for appropriateness and forward the calculated \$572.94 reimbursement to the Town of Amherst at your earliest convenience. This amount is related to your property at 131 E Commerce St, Amherst, VA. 24521

Thank you in advance for your attention to this.

Sincerely,

Tracie L. Morgan
Treasurer

Enclosure

Brockman Park Owners Association

Maintenance Reimbursement for CY24

029-537-567-0-3

Date	Vendor	Description	Invoice Amount
1/15/2024	AMERICAN ELECTRIC POWER		\$ 32.67
2/15/2024	AMERICAN ELECTRIC POWER		\$ 31.61
3/15/2024	AMERICAN ELECTRIC POWER		\$ 29.98
4/15/2024	AMERICAN ELECTRIC POWER		\$ 29.03
5/13/2024	AMERICAN ELECTRIC POWER		\$ 26.75
6/15/2024	AMERICAN ELECTRIC POWER		\$ 26.76
7/14/2024	AMERICAN ELECTRIC POWER		\$ 24.92
8/13/2024	AMERICAN ELECTRIC POWER		\$ 25.53
9/14/2024	AMERICAN ELECTRIC POWER		\$ 29.09
10/14/2024	AMERICAN ELECTRIC POWER		\$ 29.31
11/11/2024	AMERICAN ELECTRIC POWER		\$ 40.41
12/15/2024	AMERICAN ELECTRIC POWER		\$ 34.31
Subtotal, Sign Electricity			\$ 360.37

Last year's grass cutting contract=	\$ 6,270.26
Increase by the Consumer Price Index (2.8%)	\$ 232.00

Subtotal, Grass Cutting	\$ 6,502.26
-------------------------	-------------

\$ -	
\$ -	
Subtotal, Other Property Maintenance	\$ -

\$ 13.56	\$/light/month per bill
\$ 10.44	\$/light/month other charges
\$ 24.00	Actual per-month cost per BP light
8	# lights
12	# months
\$2,304.47	Cost to provide street lights at BP

Subtotal, Street Lights	\$ 2,304.47
-------------------------	-------------

Total	\$ 9,167.10
#Lots	16
Per Lot Assessment	\$ 572.94

Prepared	2/27/2025
Printed:	2/28/2025



TOWN OF AMHERST

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

March 6, 2025

Horizon Behavioral Health
2241 Langhorne Rd
Lynchburg, VA. 24501

RE: Brockman Park Association-CY 2024 Expenses

Pursuant to the terms of the Brockman Park Association agreement, the Authority has prepared the enclosed calculation of expenses for maintaining the common areas at the L. Barnes Brockman, Sr. Business and Industrial Park incurred during 2024.

Please review this report for appropriateness and forward the calculated \$572.94 reimbursement to the Town of Amherst at your earliest convenience.

Thank you in advance for your attention to this.

Sincerely,

Tracie L. Morgan
Treasurer

Enclosure

Brockman Park Owners Association

Maintenance Reimbursement for CY24

029-537-567-0-3

Date	Vendor	Description	Invoice Amount
1/15/2024	AMERICAN ELECTRIC POWER		\$ 32.67
2/15/2024	AMERICAN ELECTRIC POWER		\$ 31.61
3/15/2024	AMERICAN ELECTRIC POWER		\$ 29.98
4/15/2024	AMERICAN ELECTRIC POWER		\$ 29.03
5/13/2024	AMERICAN ELECTRIC POWER		\$ 26.75
6/15/2024	AMERICAN ELECTRIC POWER		\$ 26.76
7/14/2024	AMERICAN ELECTRIC POWER		\$ 24.92
8/13/2024	AMERICAN ELECTRIC POWER		\$ 25.53
9/14/2024	AMERICAN ELECTRIC POWER		\$ 29.09
10/14/2024	AMERICAN ELECTRIC POWER		\$ 29.31
11/11/2024	AMERICAN ELECTRIC POWER		\$ 40.41
12/15/2024	AMERICAN ELECTRIC POWER		\$ 34.31
Subtotal, Sign Electricity			\$ 360.37

Last year's grass cutting contract=	\$ 6,270.26
Increase by the Consumer Price Index (2.8%)	\$ 232.00

Subtotal, Grass Cutting	\$ 6,502.26
--------------------------------	--------------------

\$ -	
\$ -	
Subtotal, Other Property Maintenance	\$ -

\$ 13.56	\$/light/month per bill
\$ 10.44	\$/light/month other charges
\$ 24.00	Actual per-month cost per BP light
8 # lights	
12 # months	
\$2,304.47	Cost to provide street lights at BP

Subtotal, Street Lights	\$ 2,304.47
--------------------------------	--------------------

Total	\$ 9,167.10
-------	--------------------

#Lots	16
-------	-----------

Per Lot Assessment	\$ 572.94
--------------------	------------------

Prepared	2/27/2025
Printed:	2/28/2025

TOWN OF AMHERST ECONOMIC DEVELOPMENT AUTHORITY

MOTION:
SECOND:

Wednesday, April 9, 2025
Work Session

RE: AUTHORIZE CLOSED MEETING

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

- Matters relating to a prospective business or industry where no previous announcement has been made of the business or industry's interest in locating or expanding its facilities in the community and the disposition of real estate where discussion in an open meeting would adversely affect the bargaining position of the public body.

WHEREAS, pursuant to: §2.2-3711(A)(1) and §2.2-3711A.5 of the Code of Virginia, such discussions may occur in Closed Meeting.

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

Adopted this 9th day of April 2025.

Sharon W. Turner, Chairperson

ATTEST:

Clerk of Council

**Town of Amherst
Economic Development Authority**

Chairperson Sharon Turner called a meeting of the Town of Amherst Economic Development Authority, formerly Industrial Development Authority, to order on May 5, 2025, at 5:15 p.m. in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that a quorum was present as follows:

P	Sharon Turner	P	Steven Jefferson
P	C. Manly Rucker	P	Harold Thomas, Jr.
A	Clifford Hart	P	Jaynene Casey
P	Mark Milhous		

Clerk of Council Vicki K. Hunt was also present.

Mr. Thomas made a motion which was seconded by Mr. Jefferson to approve the minutes of the January 16, 2025, and April 9, 2025, meetings.

The motion carried 6-0 as follows:

Sharon Turner	Aye	Steven Jefferson	Aye
C. Manly Rucker	Aye	Harold Thomas	Aye
Clifford Hart	Absent	Jaynene Casey	Aye
Mark Milhous	Aye		

A discussion was held by the Authority on compiling an updated price structure for individual lots at Brockman Park and a future proposal for communication with prospective buyers using a structured application process. No action was taken and the matter was deferred.

There being no further business, the meeting adjourned at 6:00 p.m. on motion of Mr. Rucker seconded by Mr. Thomas.

The motion carried 6-0 as follows:

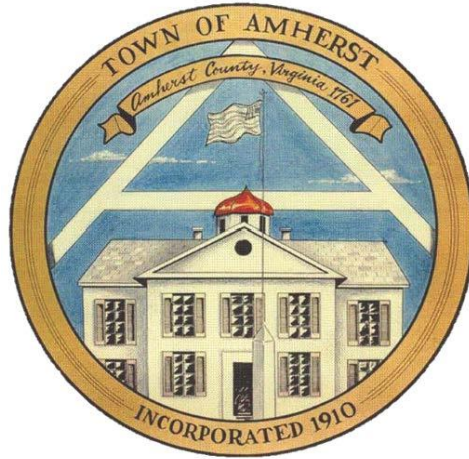
Sharon Turner	Aye	Steven Jefferson	Aye
C. Manly Rucker	Aye	Harold Thomas	Aye
Clifford Hart	Absent	Jaynene Casey	Aye
Mark Milhous	Aye		

Sharon W. Turner, Chairperson

ATTEST: _____
Secretary

Table of Contents

Elected Officials.....	2
Budget Proposal Letter.....	3
Budget Ordinance.....	10
Tax Levy.....	13
General Fund Revenues.....	14
General Fund Expenses.....	16
Water Fund Revenues.....	22
Water Fund Expenses.....	23
Sewer Fund Revenues.....	27
Sewer Fund Expenses.....	28
Garbage Fund Revenue.....	32
Garbage Fund Expenses.....	33
EDA Fund Revenue & Expenses.....	35
Capital Improvement Program.....	36
Town Vehicles.....	37
Fund Balance Requirements.....	38
Debt Schedule.....	39
Pay Plan.....	40



Elected Officials

July 1, 2025

Mayor-Dwayne Tuggle

Council Member-Andra Higginbotham

Council Member-Janice Wheaton

Council Member-Kenneth Watts

Council Member-Michael Driskill

Council Member-Jarred Martin



TOWN OF AMHERST

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

Date: March 24, 2025

To: Mayor Dwayne Tuggle and Members of Town Council

From: Tracie L. Morgan, Deputy Town Manager/Treasurer

Re: FY 26 Town of Amherst Budget

Mayor and Members of Council, I am pleased to present the proposed budget for fiscal year beginning July 1, 2025, and ending June 30, 2026.

Costs continue to rise across all areas; however, the Town has benefited from healthy fund reserves, which have provided stability during uncertain economic times. This year, we face some financial challenges that require strategic adjustments.

Overall Highlights

- A **9.46% decrease** in total proposed budget expenses.
- **Health insurance costs** have increased by 12% compared to last year. While alternative plans were considered, it is recommended to maintain the current plan, covering 100% of employee-only coverage for simplicity in budgeting.
- **Personnel costs** have decreased by \$103,000 compared to the FY25 approved budget due to the elimination of two positions and the natural turnover of higher-salaried employees replaced by lower-salaried new hires.
- A **4.8% proposed pay increase** for staff, comprising a **2.8% cost-of-living adjustment** and a **2% step increase** for employees with satisfactory job performance evaluations.
- No proposed funding for capital items. While the Capital Improvement Program (CIP) list is included in this packet, budget constraints prevent recommendations for funding this year.

General Fund Highlights

General Fund revenues have increased by approximately \$60,000 over last year's adopted budget. Meal tax revenue continues to grow steadily, and a previously non-profit entity transitioning to private operations has generated an additional \$40,000 in business license revenue. The General Fund has sufficient revenue sources to cover proposed expenses and maintains a healthy fund balance. However, a proposed transfer to the Wastewater Fund requires drawing from General Fund reserves to balance the budget.

The proposed budget includes an increase in Administrative Fees which are as follows:

Application Type	Application Fee
Permitted Use	No fee
Special Use Permit	\$500
Zoning Map Amendment	\$500 + \$150/acre over 5 acres
Variance	\$500
Site Plan	\$500 + \$150/acre
Any other application to the Board of Zoning Appeals	\$300
Preliminary Plat	\$150
Final Plat	\$150 + \$50/lot

The Town of Amherst is only one of a select few Towns in the State that does have a Real Estate or Personal Property Tax rate for its citizens. The Town has not charged either tax since 2013 at which time, Real Estate Tax was at \$.036 per \$100 of assessed value and Personal Property Tax was at \$.35 per \$100 of assessed value. If the Town were to reinstate Real Estate Tax rates, one penny of tax would generate \$19,400 in revenue.

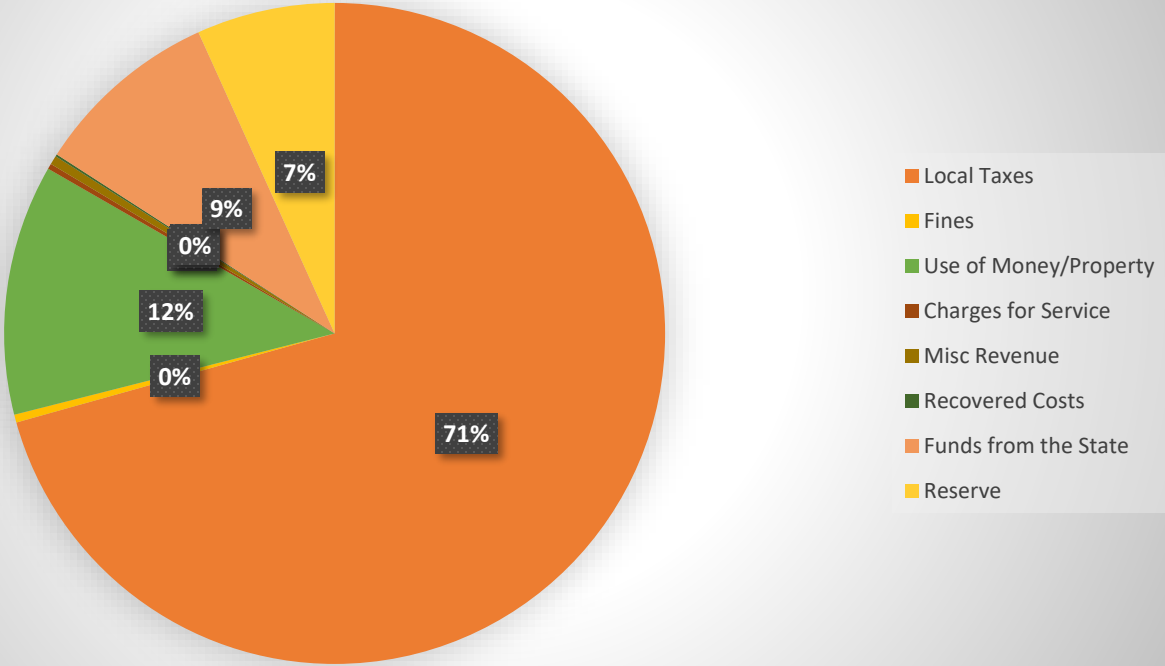
With the exception of fund transfers, General Fund expenses are down this year. While the Town has enjoyed having the K9 program for the past couple of years and the presence of Skye, a cost/benefit analysis of the program cannot justify the continuing expense. This budget proposes no longer funding the K9 program for the Police Department. It does, however, include increased expenses for new weapons, and a new CAD server for Police as the current one is over 13 years old.

Other new or one-time expenses in the General Fund include GIS services for adding zoning and land use to the County GIS system as well as \$20,000 for improvements or structures at “Old Mill Park.”

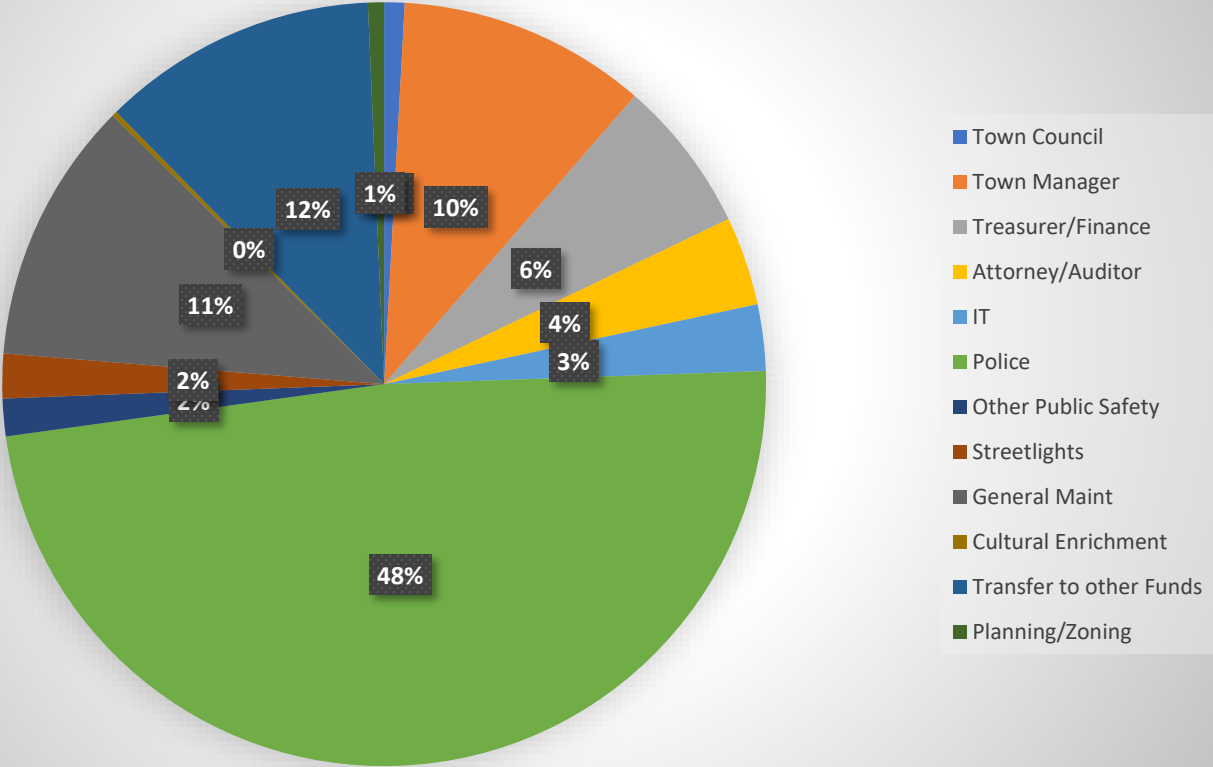
Proposed donations include the following:

- Neighbors Helping Neighbors-\$1,000
- Technology Club-\$2,000
- Amherst Volunteer Fire Department-\$15,000
- Amherst County Museum-\$2,500
- Village Garden Club-\$3,000

General Revenue Totals



General Expense Totals



Enterprise Funds:

Enterprise Funds in the Town consist of the Water Fund, Wastewater Fund and Garbage Fund.

The Town has been very fortunate in the past several years to be the recipient of over \$4.3 million in grants funds toward all the projects that the Town Council has been so gracious to approve. Since 2020, the Town has had the following projects which all contribute to increased efficiency:

Water Treatment Plant Upgrades:

Starting in 2020 with a June 2024 completion date, the Water Treatment Plant's total project cost was over \$5.3 million dollars, with \$980,500 in grant funds, and \$508,711 in funds from the town water reserve balance. This four-year project included replacement of pumps, filters, piping, valves, construction of a new chemical storage facility, a new SCADA system for water treatment and storage, addition of a generator at the raw water pump station, renovation of the Water Treatment Plant lab, upgrades to the electrical, plumbing and HVAC systems, and other incidental items as needed along the way.

Sunset Waterline Replacement:

Starting in 2024 and still in progress, the Sunset Waterline Replacement Project will consist of removal and replacement of almost 4,000 feet of piping and other incidental work. This project is expected to include over \$1.3 million in federal grant funds as well as \$173,962 in funds from water reserves.

Wastewater Treatment/Sliplining Project:

Starting in 2020 and currently has a projected end date prior to June 30, 2025. This project began as a wastewater collection rehabilitation project of over 34,000 feet of sewer pipes and manholes, the replacement of 1,400 feet of new pipe, and construction of new flow monitoring equipment. With approval of additional grant funds throughout the course of the project, the Town was also able to replace disinfection equipment at the Rutledge Creek Wastewater Treatment Plant, replace the Town's Route 60 Wastewater Pump Station, and replace the SCADA system at the Wastewater Treatment Plant. The construction and upgrades during the course of this project totaled over \$5.4 million with over \$2 million in grant funds and \$387,511 in wastewater reserve funds.

Generator for Waugh's Ferry Water Tank:

Starting in 2022 with a completion in 2023 this project provides the ability to pump water to Sweet Briar to supply water even when power is out. This completes our ability to run all of our major facilities even when there is an extended power outage. The Town received \$165,000 in grant funds with roughly \$5,000 coming from water reserve funds.

Centrifuge:

Starting in 2022, this project was funded with ARPA Funds, awarded from the Federal Government as a result of COVID. This project totaled just over \$2 million dollars with \$1.8 million in grant funds and \$271,000 of Wastewater reserve funds. This project allowed the Town to upgrade from outdated drying beds for waste solids to a more efficient system.

Water Meter Replacement Project:

Starting in October 2024 and an estimated completion prior to June 30, 2025, the meter replacement project was approved entirely from water reserve funds with an estimated cost of over \$560,000. The majority of the Town's water meters were at one million gallons of usage on their readings. Meters of this age and use tend to slow down and not measure accurate water flow. It was believed that the Town's decrease in water and wastewater revenues over the past few years are a result of this inaccurate flow. The new system will operate from cellular service communication and allow readings to be sent to Town Hall every day. This will also allow us to monitor for leaks and meter stop issues prior to monthly readings. It is anticipated that this system will pay for itself in five years as a result of increased accuracy.

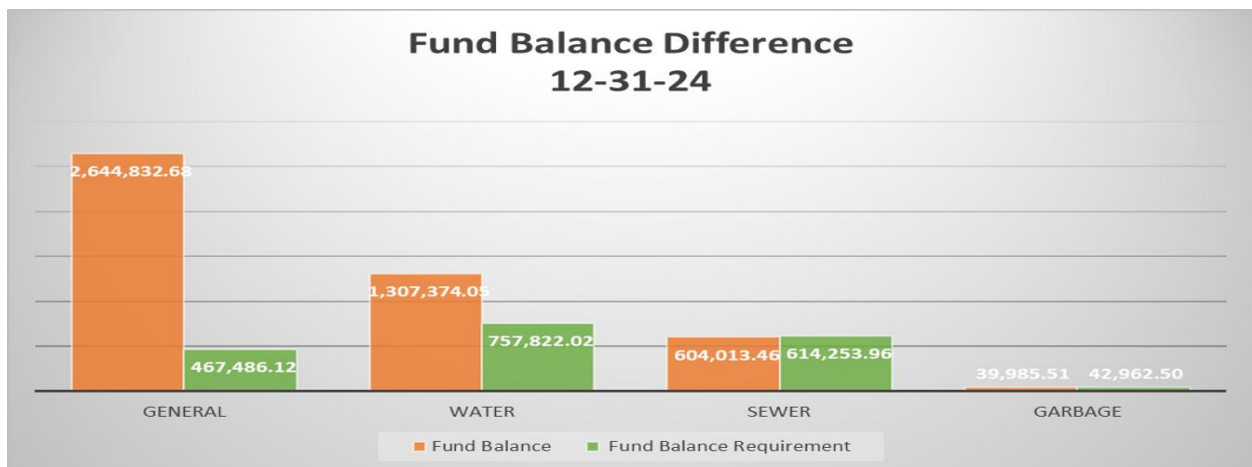
While all projects have been a tremendous benefit to the Town, the total funding of over \$1.9 million from water and wastewater reserves has put a strain on fund balances. Not only have we pulled from reserves for beneficial projects, but for several years, the amount of revenues in the enterprise funds has been falling and we have not been able to balance the budget without pulling from reserves. We are fortunate we had the healthy reserves to be able to do that during difficult economic periods like COVID, without having to increase rates for our citizens.

The Water Fund currently has a sufficient reserve fund balance, but we are once again balancing this year's water budget with reserve funds. That in addition to requesting funding of \$100,000 for legal fees and study expenses related to the recent DEQ Water Withdrawal Permit issues has resulted in **this year's budget proposal including a 10% rate increase in both the water and wastewater funds**. The current rates have remained unchanged since fiscal year 2018 and the rates that are requested are from the rates that were originally supposed to go into effect in 2019. The updated Utility Policy also includes an increase in connection fees from \$250 for water and wastewater to \$500 each.

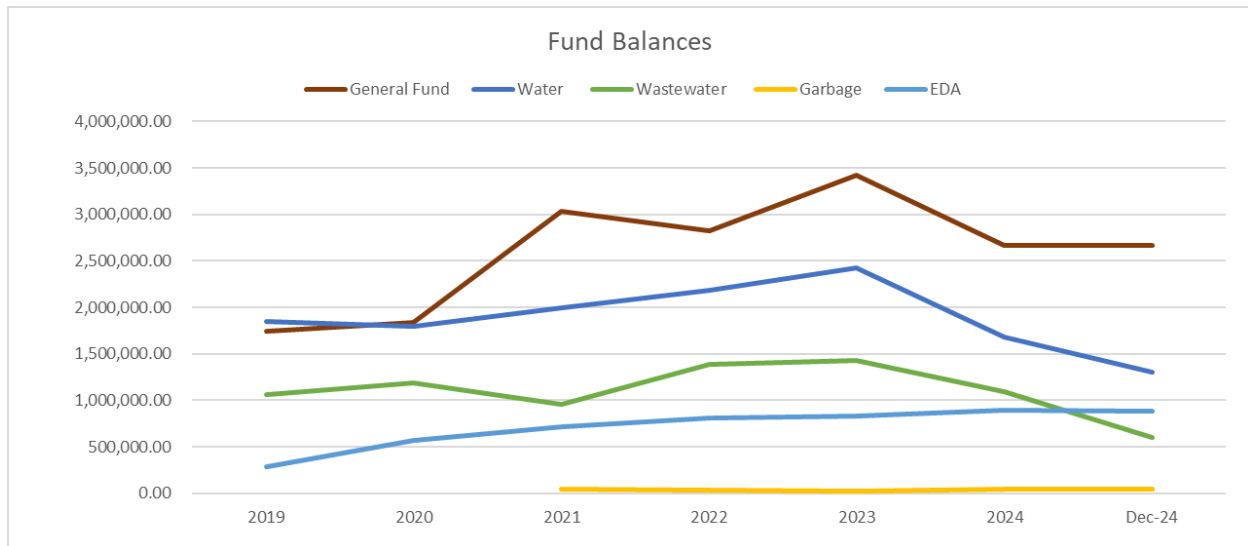
The current Town fund balance policy requires that the Town hold at least 25% of the enterprise funds' operation expenses plus the amount of debt payments as a balance in the fund reserves. As of December 31, 2024, the wastewater fund balance is \$10,000 below the policy amount, resulting in the budget including a transfer from the General Fund to the Wastewater Fund for FY26. It is a general rule of thumb that enterprise funds should be self-sufficient.

The Garbage Fund balance is currently slightly short of our reserve fund policy, however, the Town increased rates in the Garbage Fund last fiscal year and the balance has been improving throughout the year. I suggest giving the balance more time to recoup itself before raising the garbage rates again.

	Fund Balance	Fund Balance Requirement	Difference
General	2,644,832.68	467,486.12	2,177,346.56
Water	1,307,374.05	757,822.02	549,552.03
Sewer	604,013.46	614,253.96	(10,240.50)
Garbage	39,985.51	42,962.50	(2,976.99)
IDA	883,260.33		



Year	General Fund	Water	Wastewater	Garbage	EDA
2019	1,743,817.00	1,848,141.00	1,063,572.00		280,479.00
2020	1,834,360.00	1,799,144.00	1,188,806.00		562,748.00
2021	3,028,753.05	1,997,481.00	960,340.00	46,366.62	716,372.00
2022	2,819,767.00	2,182,806.34	1,386,953.67	31,267.44	804,400.44
2023	3,421,520.32	2,427,154.32	1,424,549.28	19,537.02	825,096.00
2024	2,664,616.36	1,680,260.16	1,090,104.10	40,519.48	888,681.99
Dec-24	2,664,832.68	1,307,374.05	604,013.46	39,985.51	883,260.33



If there are no requested changes, or concerns, the proposed budget is scheduled to be adopted May 14, 2025.

AN ORDINANCE TO ESTABLISH THE [BUDGET](#) FOR THE TOWN OF AMHERST, VIRGINIA FOR THE FISCAL YEAR BEGINNING JULY 1, 2025 AND ENDING JUNE 30, 2026, MAKING REVENUE ESTIMATES AND APPROPRIATIONS FOR SAME.

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

A. SOURCES OF FUNDS

That for the support of the Town Government and its General Fund, for the tax year beginning on January 1, 2025, all taxes, fees, charges and penalties shall remain as heretofore set out by Ordinance, Resolution or other appropriate action of the Town Council except as the Town Council may establish or amend herein.

B. FUND ACCOUNTING

That the following projected sources and use of funds are hereby approved as the FY26 Town of Amherst budget and approved appropriations for the respective funds.

Estimated Revenues

General Fund	\$1,891,444
Water Fund	\$1,643,647
Sewer Fund	\$1,284,487
Garbage Fund	\$171,850
EDA Fund	\$73,476

Estimated Expenditures

General Fund	\$1,891,444
Water Fund	\$1,643,647
- Operations	\$1,189,600
- Debt Service	\$454,047
Sewer Fund	\$1,284,487
- Operations	\$898,644
- Debt Service	\$385,843
Garbage Fund	\$171,850
EDA Fund	\$73,476

C. TAX RATES

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

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

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

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

- Contractors: \$0.16 per \$100 of gross receipts
- Financial, Real Estate and/or Professional Services: \$0.50 per \$100 of gross receipts
- Retailers: \$0.10 per \$100 of gross receipts
- Wholesalers: \$0.04 per \$100 of gross receipts
- Repair, Personal, Business and other services: \$0.31 per \$100 of gross receipts
- The rate for Itinerant Merchants and Peddlers shall be set at \$20/year for door to door peddlers, \$200/month for itinerant merchants (\$500/yr max) and peddler of fresh produce \$50/year

D. UTILITY RATES AND CHARGES

See attached Utility Rate and Fee Policy for rates related to water and sewer. The FY 26 budget includes an increase in water and sewer rates as well as an increase in water and sewer connection fees.

The monthly garbage rate remains unchanged from FY25's rate of \$12.50

E. DONATIONS

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

Amount	Organization	Purpose/Conditions
\$15,000	Amherst Fire Department	Operating Costs, including water, sewer, electric, training, equipment.
\$3,000	Village Garden Club	Civic Beautification
\$2,500	Amherst County Museum and Historical Society	Utilities, Programming and repairs to the Museum building.
\$1,000	Neighbors Helping Neighbors	Supplies for Food Bank
\$2,000	Amherst/Nelson Tech Club	Technical assistance with events
\$23,500	Total Donations	

F. FUND BALANCE REQUIREMENTS

The Town of Amherst maintains a Fund Balance Policy to ensure that the Town has adequate funds to address emergency situations and ensure the Town's credit worthiness. Required balances for the FY26 fiscal year are as follows:

General Fund Permanent Fund		\$472,236
General Fund Contingency		\$56,668
Water Fund Permanent Fund		\$757,822
Sewer Fund Permanent Fund		\$614,254
Garbage Fund Permanent Fund		\$42,962

G. PERSONNEL

To maintain the work that has been done to keep salaries fair and competitive, the budget includes a Cost-of-Living increase for all employees of 2.8%, with an opportunity for merit raises of an additional 2%. This is consistent with changes in the Consumer Price Index last year.

Health insurance costs increased 12% this year.

H. CONDITIONS

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

This Ordinance was passed by a vote of the Amherst Town Council on the 14th of May, 2025 and reflects the complete budget for July 1, 2025 to June 30, 2026.

Mayor

Attest:

Clerk of Council

Town of Amherst
Schedule of Local Levy
July 1, 2025

The following are tax levies for the fiscal year beginning July 1, 2025. The Town Code contains other tax levies and a more complete description of the Town's taxation program.

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

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

Account Name	Account Code	FY 23 Actual	FY 25 Approved	FY 24 Actual	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Recommended less FY25 Adopted=Difference
GENERAL FUND REVENUES									
Real Property Taxes-Current	11010-0001								-
Real Property Taxes-Delinquent	11010-0002								-
Personal Property Tax-Current	11030-0001								-
Personal Property Tax-Delinquent	11030-0002								-
Penalties on Del Taxes	11060-0001								-
Interest on Del Taxes	11060-0002								-
Local Sales & Use Tax	12010-0001	166,424.22	168,000.00	176,512.24	86,367.85	168,000.00	168,000.00		-
Consumer Utility Tax-Gas, Elec	12020-0001	25,779.51	25,000.00	28,509.16	12,981.41	25,200.00	25,200.00		200.00
Electric Consumption Tax	12020-0002	17,339.09	15,000.00	19,089.78	6,775.87	13,200.00	13,200.00		(1,800.00)
Business License Tax	12030-0006	188,053.84	180,000.00	210,746.40	12,981.41	200,000.00	200,000.00		20,000.00
Business Lic Tax-Interest & Pen	12030-0007	4,531.42	4,000.00	14,241.90	2,753.19	4,000.00	4,000.00		-
Motor Vehicle Licenses	12050-0001	42,311.64	42,000.00	41,670.91	42,882.62	42,000.00	42,000.00		-
Motor Vehicle Licenses Penalties/Interest	12050-0002	815.08	500.00	639.84	275.79	500.00	500.00		-
Bank Stock Fee	12060-0001	64,000.00	65,000.00	66,637.00	-	65,000.00	65,000.00		-
Cigarette Tax	12080-0001	39,000.00	30,000.00	30,078.78	24,000.00	30,000.00	30,000.00		-
Lodging Tax	12100-0001	16,391.12	20,000.00	20,322.05	8,870.28	17,000.00	17,000.00		(3,000.00)
Meals Tax	12110-0001	744,791.86	760,000.00	770,878.06	386,192.54	770,000.00	770,000.00		10,000.00
Meals Tax-Pen & Int.	12110-0002	2,657.58	600.00	2,341.92	762.54	1,500.00	1,500.00		900.00
Zoning Permits	13030-0007	3,454.01		580.00	900.00				-
Fines & Forfeitures	14010-0001		12,000.00	12,579.62	3,740.94	7,400.00	7,400.00		(4,600.00)
Interest on Bank Deposits	15010-0001		60,000.00	62,383.26	25,995.19	51,000.00	51,000.00		(9,000.00)
Interest on Investments	15010-0002	72,324.55	96,000.00	146,277.88	77,251.19	150,000.00	150,000.00		54,000.00
VIP Unrealized Gain/Loss	15010-0003	(42,231.15)	20,000.00	17,868.56	15,434.69	20,000.00	20,000.00		-
Tower Lease	15020-0005	11,764.09	10,859.16	10,859.16	5,429.58	10,859.16	10,859.16		-
Rent-Firing Range	15020-0006								-
Police Security	16030-0001	16,829.48	5,000.00	2,525.10		5,000.00	5,000.00		-
Refunds	18030-0001	5,146.70	5,544.00	8,143.64	3,366.38	5,220.00	5,220.00		(324.00)
Returned Check Fee	18030-0005	455.00	500.00	950.00	650.00	1,200.00	1,200.00		700.00
Accident Reports	18030-0006	310.00	300.00	210.00	105.00	300.00	300.00		-
Misc Rev	18030-0007	230.97		72.34	14,690.48	-	0.00		-
Collection Fee	18030-0008	3,557.20	2,000.00	1,998.55	198.77	1,500.00	1,500.00		(500.00)
Donations-Police	18990-0003	7,675.00		1,349.00	2,006.00	-	0.00		-
Sale of Surplus Property/Salvage	18990-0005			3,752.88	1,559.15	-	0.00		-
DMV Stop Fees	19020-0005	1,327.86	2,000.00	1,669.45	1,179.09	2,000.00	2,000.00		-
Rolling Stock Tax	22010-0007	2,630.46	2,600.00	5,500.57	2,879.17	2,800.00	2,800.00		200.00
Personal Property Tax Relief	22010-0009	17,455.92	17,455.92	17,455.92	17,455.92	17,455.92	17,455.92		-
Rental Tax	22010-0010	2,545.77	2,200.00	2,684.97	904.13	2,000.00	2,000.00		(200.00)
Game of Skills Tax				-					-
Communication Tax from State	22010-0030	70,967.56	66,000.00	67,469.19	32,963.05	65,000.00	65,000.00		(1,000.00)
DCJS Grants	24010-0001	24,322.00		17,721.91	3,769.19				-
State Police Aid	24010-0003	64,664.00	64,664.00	51,010.00	35,224.00	70,448.00	70,448.00		14 5,784.00

Account Name	Account Code	FY 23 Actual	FY 25 Approved	FY 24 Actual	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Recommended less FY25 Adopted=Difference
Fire Programs Grant	24020-0001	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00		-
Other Public Safety Grants	24020-0004								-
DCJS Federal Justice Grants	33010-0009			17,003.00	3,342.00				-
CARES Act Funding	33020-0002	1,130,893.00		(1,192,052.11)					-
Insurance Claims	41010-0001	58,629.00							-
Sale of Land/Vehicles/Buildings	41020-0001	1,850.00		1,200.00	500.00				-
Carryover from previous year for budget balance									-
FOIA Request	41040-0006	198.54		12.79					-
Transfers from Other Funds	41050-0006								-
Reserve Funds	42000-0000		0.00				127,861.40		127,861.40
General Fund Revenues Totals		2,782,095.32	1,692,223.08	655,893.72	849,387.42	1,763,583.08	1,891,444.48	0.00	199,221.40

Account Name	Account Code	FY 23 Actual	FY 25 Approved	FY 24 Actual	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Recommended less FY25 Adopted=Difference
GENERAL FUND EXPENSES TOWN COUNCIL									
Council Pay	11010-1100	11,372.10	11,400.00	11,400.00	5,475.00	11,400.00	11,400.00		-
FICA	11010-2100	870.29	872.10	572.40	418.98	872.10	872.10		-
Travel-Milage/Hotels/Conference	11010-5501	6,061.58	6,000.00	3,248.43	1,615.75	4,000.00	4,000.00		(2,000.00)
Employee Recognition	11010-5811								-
Town Council Totals		18,303.97	18,272.10	15,220.83	7,509.73	16,272.10	16,272.10	-	(2,000.00)
TOWN MANAGER									
Wages	12110-1100	44,828.99	45,449.80	52,791.63	29,351.38	47,656.85	47,656.85		2,207.05
PT Wages	12110-1300	40,398.50	43,627.09	39,529.42	21,719.49	45,740.03	45,740.03		2,112.94
FICA	12110-2100	6,503.34	6,814.38	8,470.74	3,961.95	7,144.86	7,144.86		330.48
VRS	12110-2200	10,406.18	10,921.59	11,363.04	8,882.18	11,451.94	11,451.94		530.35
Health Insurance	12110-2300	7,396.46	6,390.38	7,742.38	4,353.43	6,508.32	6,508.32		117.94
Group Life Insurance	12110-2400	625.54	536.31	709.93	347.32	562.35	562.35		26.04
STD/Long-Term Disability	12110-2500	233.37	239.97	264.88	101.88	69.00	69.00		(170.97)
Unemployment Insurance	12110-2600	20.80	20.00	17.64		20.00	20.00		-
Worker's Comp	12110-2700	112.69	131.80	125.03		98.43	98.43		(33.37)
Professional Svcs	12110-3150	8,039.77	4,000.00	1,996.32	45.25	8,000.00	8,000.00		4,000.00
Printing & Binding	12110-3500	-		-					-
Advertising	12110-3600	2,530.36	2,500.00	1,819.21	193.91	2,500.00	2,500.00		-
Contingency requirement	12110-5000	11,781.88	51,000.00	15,144.63	10,020.74	-	52,907.00		1,907.00
Postage	12110-5210	296.49	400.00	687.85	83.82	800.00	800.00		400.00
Telecommunications	12110-5230	540.00	1,080.00	990.00	540.00	1,080.00	1,080.00		-
Crime & Cyber Insurance	12110-5307	2,225.00	2,225.00	2,225.00	-	2,025.00	2,025.00		(200.00)
Tuition Reimbursement	12110-5400					4,500.00	4,500.00		
Travel-Mileage/Hotel/Conference	12110-5501	2,752.50	3,500.00	3,823.58	2,001.24	4,000.00	4,000.00		500.00
Dues & Memberships	12110-5810	659.00	2,500.00	3,541.83	567.19	4,000.00	4,000.00		1,500.00
Capital Improvement Program	12110-8000								-
Town Manager Totals		139,350.87	181,336.32	151,243.11	82,169.78	146,156.79	199,063.79	0.00	13,227.47
TOWN ATTORNEY									
Town Attorney	12210-3150	24,020.23	28,274.75	26,920.87	22,199.02	50,000.00	50,000.00		21,725.25
Independent Auditor	12240-3150	19,850.00	20,000.00	20,450.00	-	21,000.00	21,000.00		1,000.00
FINANCE DEPARTMENT									
Wages	12420-1100	41,782.92	54,869.29	55,936.81	28,384.31	59,568.58	59,568.58		4,699.29
PT Wages	12420-1300	4,388.35	5,376.13	4,481.83	2,272.32	5,636.33	5,636.33		260.20
FICA	12420-2100	3,701.46	4,608.77	4,855.36	2,525.07	4,988.18	4,988.18		379.41
VRS	12420-2200	8,735.68	11,634.26	10,490.37	7,494.58	12,616.97	12,616.97		982.71
Health Insurance	12420-2300	9,700.65	10,819.12	11,173.54	9,121.63	11,050.68	11,050.68		231.56
Group Life Insurance	12420-2400	627.78	647.46	826.52	382.96	702.91	702.91		55.45

Account Name	Account Code	FY 23 Actual	FY 25 Approved	FY 24 Actual	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Recommended less FY25 Adopted=Difference
Hybrid Disability	12420-2500	24.12	55.76	48.40	18.60	58.46	58.46		2.70
Unemployemnt Insurance	12420-2600	74.61	32.00	34.67	45.35	50.00	50.00		18.00
Worker's Comp	12420-2700	97.52	112.99	104.04	-	86.66	86.66		(26.33)
DMV Stops	12420-3009	1,525.00	2,000.00	1,950.00	750.00	2,000.00	2,000.00		-
Professional Svcs	12420-3150	3,668.86	3,800.00	22.86	46.48	3,800.00	3,800.00		-
Banking Service Charges	12420-3160	567.01	100.00	715.77	686.54	1,000.00	1,000.00		900.00
VIP Management Fee	12420-3170	2,906.34	3,500.00	2,386.08	1,547.21	3,500.00	3,500.00		-
Service Contracts	12420-3320	3,507.60	4,600.00	4,299.33	4,474.93	4,800.00	4,800.00		200.00
Advertising	12420-3600	151.54	200.00	855.66	174.96	200.00	200.00		-
Postage	12420-5210	2,702.44	3,000.00	3,638.16	1,212.73	3,600.00	3,600.00		600.00
Telecommunications	12420-5230	1,035.00	1,080.00	1,080.00	540.00	1,080.00	1,080.00		-
Tuition Reimbursement	12420-5400	5,294.50	1,200.00	5,506.00	-	1,200.00	1,200.00		-
Travel-Mileage/Hotel/Conference	12420-5501	3,332.04	3,000.00	1,374.63	1,001.29	2,000.00	2,000.00		(1,000.00)
Dues & Memberships	12420-5810	370.00	520.00	560.00	235.00	560.00	560.00		40.00
Office Supplies	12420-6001	7,551.87	4,000.00	6,170.19	1,099.09	4,000.00	4,000.00		-
Finance Totals		101,745.29	115,155.78	116,510.22	62,013.05	122,498.77	122,498.77	0.00	7,342.99

Account Name	Account Code	FY 23 Actual	FY 25 Approved	FY 24 Actual	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Recommended less FY25 Adopted=Difference
Information Technology									
I.T. Services	12510-3150	8,622.25	15,000.00	12,837.21	5,106.92	15,000.00	15,000.00		-
Phone Maintenance	12510-3330			-					-
Website Maintenance	12510-3340	450.00	1,000.00	450.00	450.00	1,000.00	1,000.00		-
Microsoft Office Service	12510-5600	9,287.88	10,000.00	6,516.80	3,883.60	10,000.00	10,000.00		-
Tech Club Donation	12510-5610				2,000.00	2,000.00	2,000.00		
I.T. Supplies	12510-6002	6,753.57	5,000.00	4,169.24	1,930.51	5,000.00	5,000.00		-
I.T. Equipment	12510-8001	913.87	5,000.00	12,391.42	1,319.00	20,000.00	20,000.00		15,000.00
I.T. Totals		26,027.57	36,000.00	36,364.67	14,690.03	53,000.00	53,000.00	-	15,000.00
POLICE DEPARTMENT									
Wages	31100-1100	408,589.03	489,307.91	434,532.70	192,023.54	459,837.21	459,837.21		(29,470.70)
Overtime	31100-1200	694.81	9,667.19	11,351.18	5,709.98	10,000.00	10,000.00		332.81
PT Wages	31100-1300	18,526.64	30,000.00	22,146.78	9,384.48	31,482.64	31,482.64		1,482.64
Other Pay/Holiday	31100-1400	7,531.25	15,798.25	10,807.56	5,984.14	14,562.53	14,562.53		(1,235.72)
Security Wages	31100-1500	15,080.00	5,000.00	2,557.50	-	5,000.00	5,000.00		-
FICA	31100-2100	33,242.01	41,676.89	35,311.65	15,393.35	39,396.24	39,396.24		(2,280.65)
VRS	31100-2200	66,142.16	101,323.94	71,182.49	38,885.86	95,315.81	95,315.81		(6,008.13)
Health Insurance	31100-2300	67,641.50	83,575.80	69,160.19	32,430.31	85,182.00	85,182.00		1,606.20
Group Life Insurance	31100-2400	5,913.85	5,773.83	5,501.14	2,197.45	5,426.08	5,426.08		(347.75)
STD/Long-Term Disability	31100-2500	96.50	131.10	103.30	43.72	137.47	137.47		6.37
Unemployment Insurance	31100-2600	152.53	68.73	85.22	18.78	69.15	69.15		0.42
Worker's Comp	31100-2700	11,498.63	16,356.36	14,140.75	-	15,902.11	15,902.11		(454.25)
LODA Insurance	31100-2710	2,642.00	3,300.00	2,642.00	-	3,621.00	3,621.00		321.00
Maint Services	31100-3310	1,025.00	2,000.00	425.00	5.98	2,000.00	2,000.00		-
Professional Services	31100-3320	11,091.36	8,000.00	17,399.00	3,375.00	5,000.00	5,000.00		(3,000.00)
CODE RED	31100-3400	2,700.00	2,700.00	2,700.00	-	2,700.00	2,700.00		-
Advertising	31100-3600	843.92	1,200.00	1,212.74	206.56	1,200.00	1,200.00		-
Postage	31100-5210	49.15	500.00	66.00	22.36	500.00	500.00		-
Telecommunications	31100-5230	8,281.16	11,640.00	10,392.81	3,658.98	11,640.00	11,640.00		-
Motor Vehicle Insurance	31100-5305	2,844.68	2,933.78	2,844.68	-	3,451.55	3,451.55		517.77
Other Property Insurance	31100-5306	163.69	534.96	163.69	-	689.54	689.54		154.58
Tuition Reimbursement	31100-5400			-	-	5,500.00	5,500.00		5,500.00
Travel-Mileage/Conference/Hotel	31100-5501	1,920.20	8,000.00	2,277.49	763.70	3,000.00	3,000.00		(5,000.00)
Public Safety Event	31100-5700	18,441.56	15,000.00	6,474.10	1,127.66	15,000.00	15,000.00		-
Fire Range Fees	31100-5800	929.83	3,000.00	755.26	80.85	5,400.00	5,400.00		2,400.00
Attorney Fees	31100-5801	1,350.00	2,000.00	2,490.00	450.00	2,500.00	2,500.00		500.00
Dues & Memberships	31100-5810	5,265.00	6,000.00	4,448.00	6,396.00	8,000.00	8,000.00		2,000.00
Office Supplies	31100-6001	8,437.10	3,000.00	2,154.41	376.09	3,000.00	3,000.00		-
K-9 Supplies	31100-6003	4,284.27	4,500.00	2,521.91	1,135.92	-	0.00		(4,500.00)
Fuel	31100-6008	17,448.87	20,000.00	16,120.13	8,227.60	20,000.00	20,000.00		-
FY 26 Proposed Budget				100					18

Account Name	Account Code	FY 23 Actual	FY 25 Approved	FY 24 Actual	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Recommended less FY25 Adopted=Difference
Vehicle/Power Equipment Supplies	31100-6009	12,381.13	9,000.00	2,655.37	1,045.75	6,000.00	6,000.00		(3,000.00)
Police Supplies	31100-6010	37,640.93	20,000.00	36,541.41	10,496.19	40,000.00	40,000.00		20,000.00
Uniforms	31100-6011	4,054.68	4,000.00	5,177.81	2,431.70	7,000.00	7,000.00		3,000.00
Crime Prevention	31100-6030	7,767.99	5,000.00	1,894.03	781.82	2,000.00	2,000.00		(3,000.00)
Investigation Expense	31100-6032	2,180.12	3,000.00	1,696.52	129.29	3,000.00	3,000.00		-
Vehicles	31100-8005	47,334.82	70,000.00	130,685.00	74,263.60				(70,000.00)
Police Department		834,186.37	1,003,988.74	930,617.82	417,046.66	913,513.33	913,513.33	0.00	(90,475.41)
PUBLIC SAFETY									
Fire Dept Contributions	32200-5600	12,500.00	15,000.00	15,000.00	-	15,000.00	15,000.00		-
Fire Programs Grants	32200-5701	15,000.00	15,000.00	15,000.00	-	15,000.00	15,000.00		-
Public Safety		27,500.00	30,000.00	30,000.00	0.00	30,000.00	30,000.00	0.00	0.00
Streetlights	41320-5100	31,438.13	34,135.00	33,221.56	13,775.73	35,665.00	35,665.00		1,530.00

Account Name	Account Code	FY 23 Actual	FY 25 Approved	FY 24 Actual	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Recommended less FY25 Adopted=Difference
GENERAL PROPERTIES									
Wages	43200-1100	27,119.30	45,631.89	30,793.62	13,396.55	\$ 26,473.99	26,473.99		(19,157.90)
PT Wages	43200-1300	9,651.38	16,343.74	9,778.44	5,911.51	19,834.36	19,834.36		3,490.62
Other Pay/Holiday	43200-1400	179.43	392.71	261.92	24.14	410.62	410.62		17.91
FICA	43200-2100	2,781.62	4,771.18	3,380.32	1,481.92	3,574.00	3,574.00		(1,197.18)
VRS	43200-2200	6,349.10	10,070.09	6,058.71	3,164.55	5,435.11	5,435.11		(4,634.98)
Health Insurance	43200-2300	5,992.59	11,674.40	6,766.51	2,938.70	5,632.20	5,632.20		(6,042.20)
Group Life Insurance	43200-2400	368.59	538.46	540.61	179.42	312.39	312.39		(226.07)
Long-Term Disability	43200-2500	-	105.88	24.06	15.52	19.42	19.42		(86.46)
Unemployment Insurance	43200-2600	92.00	64.00	57.87		64.00	64.00		-
Worker's Comp	43200-2700	119.19	849.24	237.00		149.53	149.53		(699.71)
Maintenance Contracts	43200-3310			-					-
Electric	43200-5100	24,291.15	10,350.00	9,781.68	4,460.45	10,385.00	10,385.00		35.00
Heating Services	43200-5110	2,424.28	4,000.00	2,103.22	437.74	3,000.00	3,000.00		(1,000.00)
Water/Sewer	43200-5120	3,550.15	3,720.00	3,076.64	2,076.07	4,303.82	4,303.82		583.82
Telecommunication	43200-5230	15,063.39	12,084.00	13,247.14	7,737.19	12,588.00	12,588.00		504.00
Property Insurance	43200-5304	358.22	384.01	358.22	-	511.50	511.50		127.49
Motor Vehicle Insurance	43200-5305	1,126.76	1,162.05	1,126.76	-	1,367.14	1,367.14		205.09
Other Property Insurance	43200-5306	1,281.25	2,841.13	1,281.25	-	3,421.11	3,421.11		579.98
General Liability Insurance	43200-5308	7,238.00	5,475.00	5,433.00	-	5,553.00	5,553.00		78.00
Lease of Equipment	43200-5410	6,147.88	10,000.00	2,012.68	798.94	7,000.00	7,000.00		(3,000.00)
Travel-Mileage/Conference/Hotel	43200-5501	2,149.66	4,000.00	3,399.99	555.00	4,000.00	4,000.00		-
Dues & Memberships	43200-5810			-					-
Office Supplies	43200-6001	467.06	750.00	89.31	95.98	750.00	750.00		-
Janitorial Supplies	43200-6005	1,355.95	3,000.00	699.22	689.07	2,000.00	2,000.00		(1,000.00)
Repair & Maint. Supplies	43200-6007	4,258.18	21,500.00	21,703.92	7,302.84	20,000.00	20,000.00		(1,500.00)
Fuel	43200-6008	16,680.86	20,000.00	10,465.39	6,513.14	20,000.00	20,000.00		-
Vehicle/Power Equipment Supplies	43200-6009	23,248.70	24,000.00	18,228.17	3,522.34	24,000.00	24,000.00		-
Uniforms	43200-6011	1,787.42	3,000.00	3,102.02	96.08	3,000.00	3,000.00		-
Christmas Decorations	43200-6012	3,964.23	4,000.00	4,525.90	85.11	4,000.00	4,000.00		-
Ag Supplies	43200-6013	2,991.66	2,500.00	224.00	160.00	2,500.00	2,500.00		-
Equipment/Vehicles	43200-8005	30,053.70		21,260.78	148,552.00		20,000.00		20,000.00
General Properties Totals		201,091.70	223,207.78	180,018.35	210,194.26	190,285.18	210,285.18	0.00	(12,922.60)
Second Stage Contri	71300-5600		1,000.00	1,000.00		2,000.00	0.00		(1,000.00)
Amherst Mountain Bike Club	71500-5600			-					-
Village Garden Club Contri.	72100-5600	3,000.00	3,000.00	3,000.00		3,000.00	3,000.00		-
Museum Contributions	72200-5600	2,500.00	2,500.00	3,000.00		3,000.00	2,500.00		-

Account Name	Account Code	FY 23 Actual	FY 25 Approved	FY 24 Actual	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Recommended less FY25 Adopted=Difference
Planning/Zoning									
Professional Services	81100-3100			-		10,000.00	10,000.00		10,000.00
Advertising	81100-3600	812.56	800.00	1,017.64	749.75	1,500.00	1,500.00		700.00
Postage	81100-5210	94.06	100.00	10.16		100.00	100.00		-
Dues/Memberships	81100-5810	1,118.00	1,227.00	1,172.00	1,227.00	1,227.00	1,227.00		-
General Properties Totals		2,024.62	2,127.00	2,199.80	1,976.75	12,827.00	12,827.00	0.00	10,700.00
Community Development									
Chamber of Commerce Contri.	81600-5600								-
Neighbors Helping Neighbors Contri.	83500-5600	2,500.00	2500.00	2,500.00	2,500.00	2,000.00	1,000.00		(1,500.00)
Community Development Totals		2,500.00	2,500.00	2,500.00	2,500.00	2,000.00	1,000.00	0.00	(1,500.00)
Transfer to EDA	94000-????						4,349.58		
Transfer to Sewer	94000-????		0				216,469.73	0	216,469.73
General Fund Expense Total		1,433,538.75	1,703,497.47	1,552,267.23	834,075.01	1,601,218.17	1,891,444.48	-	177,097.43

Account Name	Account Code	FY 23 EOY	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Recommended less FY25 Adopted=Difference
WATER FUND REVENUE									
Water In-Town Base Charges	16080-0005	241,286.38	258,869.76	249,644.35	136,740.97	285,052.37	285,052.37		26,182.61
Water OT Base Charges	16080-0006	182,021.17	154,342.85	150,803.73	86,608.50	176,256.18	176,256.18		21,913.33
Water In-Town Usage Charge	16080-0007	404,723.38	392,788.62	392,458.15	200,990.42	429,477.74	429,477.74		36,689.12
Water OT Usage Charges	16080-0008	299,352.57	256,224.77	247,955.97	138,850.72	291,011.27	291,011.27		34,786.50
Penalties	16080-0009	46,356.43	35,000.00	30,309.65	13,670.58	25,000.00	25,000.00		(10,000.00)
Trip Charges	16080-0010	7,737.46	8,000.00	9,950.00	4,000.00	8,000.00	8,000.00		-
Dormant Acct Fee	16080-0011	3,693.97	3,540.63	3,618.04	1,705.28	3,380.94	3,380.94		(159.69)
Fire Sprinklers	16080-0012	4,764.00	4,764.00	4,764.00	2,382.00	4,599.00	4,599.00		(165.00)
Avalability Fee	16080-0013	11,891.61	5,000.00	13,629.95	2,739.23	5,000.00	5,000.00		-
Water Charges-SBC	16080-0014	97,921.69	96,300.00	96,300.00	48,752.20	106,200.00	106,200.00		9,900.00
Water Construction Reimbursement	16080-0016		26,227.20	26,227.20	13,113.60	26,227.20	26,227.20		
Reimbursement of Const. Cost	19020-0004								-
Grant Revenue-Lead Service Line	21000-0000	1,061,309.91	187,000.00						(187,000.00)
Grant Revenue-Sunset Project	21000-0001		1,300,000.00		69,000.00				
	33020-0002								-
Transfer from Reserve	41040-0006						278,442.35		278,442.35
Transfer from General Fund									
Utility Account Deposits	41060-0007	800.00	1,000.00		621.79	5,000.00	5,000.00		
Transfer from Other Fund			415,101.10						(415,101.10)
Revenue Totatls		2,361,858.57	3,144,158.93	1,225,661.04	719,175.29	1,365,204.71	1,643,647.06	-	(204,511.87)

Account Name	Account Code	FY 23 EOY	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Recommended less FY25 Adopted=Difference
WATER FUND EXPENSES									
TOWN MANAGER									
Wages	12110-1100	41,698.28	61,355.59	49,542.04	24,367.67	64,335.01	64,335.01		2,979.42
PT Wages	12110-1300	4,835.19	5,453.39	5,155.80	2,714.94	5,717.50	5,717.50		264.11
FICA	12110-2100	3,759.11	5,110.89	4,252.69	2,173.56	5,359.02	5,359.02		248.13
VRS	12110-2200	8,743.59	14,743.75	9,602.24	6,429.19	15,459.70	15,459.70		715.95
Health Insurance	12110-2300	4,054.19	7,261.80	4,448.03	2,223.67	8,135.40	8,135.40		873.60
Group Life Insurance	12110-2400	557.99	724.00	614.35	286.08	674.28	674.28		(49.72)
STD/Long-Term Disability	12110-2500	233.48	323.96	213.96	86.16	339.69	339.69		15.73
Unemployment Insurance	12110-2600								-
Contingency	12110-5000								-
Town Manager Totals		63,881.83	94,973.38	73,829.11	38,281.27	100,020.61	100,020.61	-	\$ 5,047.23
FINANCE DEPARTMENT									
Wages	12420-1100	40,384.20	42,815.36	39,384.13	21,850.29	45,911.90	45,911.90		3,096.54
PT Wages	12420-1300	8,776.75	10,752.27	8,963.59	4,544.65	11,272.66	11,272.66		520.39
FICA	12420-2100	3,673.14	4,097.92	3,453.47	1,894.44	4,374.62	4,374.62		276.70
VRS	12420-2200	6,030.86	9,513.12	5,907.43	4,091.07	10,183.95	10,183.95		670.83
Health Insurance	12420-2300	6,342.98	7,820.40	6,545.13	1,387.69	8,761.20	8,761.20		940.80
Group Life Insurance	12420-2400	497.55	505.22	467.61	230.59	541.76	541.76		36.54
Hybrid Disability	12420-2500	47.22	109.09	94.60	36.40	114.39	114.39		
Unemployment Insurance	12420-2600	-		-					-
Professional Services	12420-3120	-							-
Banking Service Charges	12420-3160	119.29	200.00	28.00					(200.00)
Support Contracts	12420-3320	2,750.00	3,500.00	3,208.33	3,208.33	3,500.00	3,500.00		-
Misc Exp	12420-5000								-
Postage	12420-5210	3,848.83	4,000.00	3,791.93	2,051.54	4,200.00	4,200.00		200.00
Supplies	12420-6001	1,486.00	2,000.00	1,723.00	1,845.00	2,000.00	2,000.00		-
Finance Totals		\$ 73,956.82	\$ 85,313.38	\$ 73,567.22	\$ 41,140.00	90,860.47	90,860.47	\$ -	\$ 5,541.79
Legal Fees/Study	12210-3150					100,000.00	100,000.00		

Account Name	Account Code	FY 23 EOY	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Recommended less FY25 Adopted=Difference
WATER OPERATIONAL DEPARTMENT									
Wages	44000-1100	148,630.30	167,842.87	147,214.96	85,682.54	138,693.83	138,693.83		(29,149.04)
Overtime	44000-1200			1,478.93	1,472.71	0.00	-		-
PT Wages	44000-1300	12,531.07	30,209.05	24,876.61	13,332.33	31,677.00	31,677.00		1,467.95
Other/Holiday	44000-1400	10,820.98	6,621.08	6,116.24	2,069.12	5,023.13	5,023.13		(1,597.95)
FICA	44000-2100	11,644.96	15,657.48	13,817.54	7,869.19	13,417.64	13,417.64		(2,239.84)
VRS	44000-2200	23,168.65	37,375.38	24,728.11	18,583.70	31,626.29	31,626.29		(23,957.74)
Health Insurance	44000-2300	26,333.77	33,516.00	38,683.13	16,798.53	31,290.00	31,290.00		(1,889.71)
Group Life Insurance	44000-2400	1,840.82	1,980.55	2,622.87	1,006.47	1,636.59	1,636.59		29,309.45
Long-Term Disability	44000-2500	183.99	440.09	316.08	151.24	475.57	475.57		1,196.50
Unemployment Insurance	44000-2600	98.63	32.00	53.62	3.67	32.00	32.00		443.57
Worker's Comp	44000-2700	2,600.00	4,105.22	4,115.07	-	2,281.86	2,281.86		(4,073.22)
Testing Services	44000-3140	8,359.91	31,000.00	3,243.59	1,576.80	31,000.00	20,000.00		(11,000.00)
Professional Svcs	44000-3150	3,250.00	3,200.00	3,000.00	1,500.00	3,200.00	6,200.00		3,000.00
Repair & Maint. Svcs	44000-3310	2,501.04	10,000.00	2,655.79	3,250.00	10,000.00	10,000.00		-
Advertising	44000-3600	1,148.00	2,000.00	-	-	2,000.00	2,000.00		-
Electrical Svcs	44000-5100	59,008.82	68,952.59	69,986.10	33,817.38	75,400.00	75,400.00		6,447.41
Water & Sewer	44000-5120	40,251.19	104,400.00	55,295.82	32,784.67	93,830.71	93,830.71		(10,569.29)
Postage	44000-5210	285.30	2,000.00	8.13	1,334.95	2,000.00	2,000.00		-
Telecommunications	44000-5230	3,823.74	7,500.00	5,170.13	2,443.61	7,500.00	7,500.00		-
Property Insurance	44000-5304	1,976.14	2,215.50	1,976.14	-	2,951.04	2,951.04		735.54
Motor Vehicle Insurance	44000-5305	360.70	372.00	360.70	-	437.65	437.65		65.65
Travel-Mileage/Hotel/Conference	44400-5501	870.00	3,000.00	725.00	301.00	3,000.00	1,500.00		(1,500.00)
Lease/Rent Equipment	44000-5410								-
Permits	44000-5600	3,558.00	7,000.00	13,558.00	3,833.33	7,000.00	7,000.00		-
Dues & Memberships	44000-5810	1,027.00	2,000.00	1,167.00	708.24	2,000.00	2,000.00		-
Office Supplies	44000-6001	461.85	2,000.00	2,675.75	154.52	2,000.00	2,000.00		-
Lab Supplies	44000-6004	6,791.02	15,000.00	14,026.93	2,011.38	20,000.00	20,000.00		5,000.00
Repair & Maint. Supplies	44000-6007	4,426.85	20,000.00	26,734.94	9,780.16	30,000.00	30,000.00		10,000.00
Fuel/Oil	44000-6008	2,087.38	3,000.00	-	381.95	3,000.00	2,000.00		(1,000.00)
Vehicle & Equip Supplies	44000-6009	804.72	3,000.00	1,668.00	548.95	3,000.00	3,000.00		-
Uniforms	44000-6011	1,485.80	1,500.00	1,127.56	-	1,500.00	1,500.00		-
Chemicals	44000-6051	73,250.13	108,000.00	84,354.10	60,724.57	108,000.00	108,000.00		-
Equipment	44000-8005		15,000.00	1,795.10	5,774.53	15,000.00	-		(15,000.00)
Operational Totals		453,580.76	708,919.81	553,551.94	307,895.54	678,973.30	653,473.30	0.00	(42,028.87)

Account Name	Account Code	FY 23 EOY	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Recommended less FY25 Adopted=Difference
WATER MAINTENANCE DEPARTMENT									
Wages	45000-1100	107,917.45	137,919.66	121,996.01	63,338.29	132,369.94	132,369.94		(5,549.72)
PT Wages	45000-1200	700.06	791.17	673.41	622.32	3,529.57	3,529.57		2,738.40
Other Pay/Holiday	45000-1300		1,963.56	-		2,053.10	2,053.10		89.54
FICA	45000-2100	8,164.81	10,761.59	9,407.08	4,910.26	10,553.38	10,553.38		(208.21)
VRS	45000-2200	17,342.34	28,665.84	20,262.85	12,862.70	27,175.55	27,175.55		(1,490.29)
Health Insurance	45000-2300	22,206.33	27,930.00	25,131.02	12,358.36	28,161.00	28,161.00		231.00
Group Life Insurance	45000-2400	1,445.40	1,627.45	1,615.82	739.43	1,561.97	1,561.97		(65.48)
Long-Term Disability	45000-2500	-	52.94	12.03		97.10	97.10		44.16
Unemployment Insurance	45000-2600								-
Worker's Comp	45000-2700	4,282.23	6,031.12	3,172.62		5,376.92	5,376.92		(654.20)
Repair & Maint. Svcs	45000-3310		1,000.00						(1,000.00)
Professional Services	45000-3320	3,375.00							
Miss Utility	45000-5130	294.00	800.00	428.45	170.20	800.00	800.00		-
Telecommunication	45000-5230	-							-
Motor Vehicle Insurance	45000-5305	1,126.76	1,162.05	1,126.76		1,367.14	1,367.14		205.09
Lease of Equipment	45000-5410	-	5,000.00			5,000.00	5,000.00		-
Travel-Mileage/Conference/Hotel	45000-5501		2,000.00			2,000.00	2,000.00		-
Dues & Memberships	45000-5810	160.00	200.00			200.00	200.00		-
Repair & Maint. Supplies	45000-6007	22,871.41	25,000.00	24,161.23	6,463.11	25,000.00	25,000.00		-
Fuel	45000-6008								-
Vehicle/Power Equipment Supplies	45000-6009			336.50					-
Uniforms	45000-6011								-
Equipment/Vehicles	45000-8005			3,713.81					-
Maintenance Totals		189,885.79	250,905.38	212,037.59	101,464.67	245,245.67	245,245.67	-	(5,659.71)
Revenue Refunds	92000-9000								-
WTP Improvements	94000-8002			15,730.00	392,958.00				-
Sunset Waterline Replacement	94000-8003		1,300,000.00		5,000.00				

Account Name	Account Code	FY 23 EOY	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Recommended less FY25 Adopted=Difference
Debt Payments									
60W W/L Principle	95000-9000	16,697.98	17,722.64		8,795.36	18,258.30	18,258.30		535.66
60W W/L Interest	95000-9001	12,345.94	11,321.28	11,841.24	5,726.60	10,785.62	10,785.62		(535.66)
Mainstreet W/L Principle	95000-9004	78,352.35	81,938.15		20,735.93	83,792.13	83,792.13		1,853.98
Mainstreet W/L Interest	95000-9005	44,599.33	41,013.53	42,826.48	40,739.91	39,159.55	39,159.55		(1,853.98)
Sterling Debt Refi Prin	95000-9006	98,887.59	105,720.27		52,860.12	109,311.69	109,311.69		3,591.42
Sterling Debt Refi Interest	95000-9007	28,315.66	21,482.95	24,956.32	11,183.49	17,891.54	17,891.54		(3,591.41)
Water Plant Upgrades Prin	95000-9008	44,529.08	96,853.57		46,209.12	95,099.78	95,099.78		(1,753.79)
Water Plant Upgrades Interest	95000-9009	85,207.21	77,994.61	80,049.50	41,214.97	79,748.40	79,748.40		1,753.79
Debt Reserve	95000-9010								-
Capital Improvement Program			250,000.00						(250,000.00)
Debt Totals		408,935.14	704,047.00	159,673.54	227,465.50	454,047.01	454,047.01	-	(249,999.99)
Water Fund Expense Totals		1,190,240.34	3,144,158.95	1,088,389.40	1,114,204.98	1,669,147.06	1,643,647.06	-	(287,099.55)

Account Name	Account Code	FY 23 EOY	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Recommended less FY25 Adopted=Difference
SEWER REVENUE									
Sewer In-Town Base Charges	16080-0005	341,001.55	390,945.22	373,715.51	185,118.35	408,714.71	408,714.71		17,769.49
Sewer OT Base Charges	16080-0006	134,046.06	97,260.45	100,408.23	63,233.76	124,433.56	124,433.56		27,173.11
Sewer In-Town Usage Charge	16080-0007	262,899.61	292,422.04	271,027.65	127,730.63	320,678.09	320,678.09		28,256.05
Sewer OT Usage Charges	16080-0008	109,111.56	79,168.59	81,066.10	51,144.05	101,102.27	101,102.27		21,933.68
Penalties	16080-0009	23,233.95	25,000.00	28,960.44	14,173.93	25,000.00	25,000.00		-
Dormant Acct Fee	16080-0011	5,510.05	5,353.58	5,466.72	2,510.93	5,010.30	5,010.30		(343.28)
Avalability Fee	16080-0012			3,438.08	250.00	1,000.00	1,000.00		1,000.00
SBC-Rut. Creek Operations	19020-0003	54,102.29	55,000.00	66,380.97	39,474.54	68,000.00	68,000.00		13,000.00
SBC Sewer Rehab	19020-0004	13,965.00	11,172.00	11,172.00	5,586.00	11,172.00	11,172.00		-
Reimbursement of Const. Cost	19020-0005								-
Nutrient Credit	24040-0003	304.61	400.00	389.47	1,405.60	400.00	400.00		-
CARES Act Utility Forgiveness	33020-0002								-
Transfer from Reserve			582,655.53	1,263,871.21					(582,655.53)
Transfer from General Fund							218,976.28		
USDA Grant Funds	41040-0006	468,231.00							-
Revenue Totals		1,412,405.68	1,539,377.41	2,205,896.38	490,627.79	1,065,510.94	1,284,487.22	-	(473,866.47)

Account Name	Account Code	FY 23 EOY	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Recommended less FY25 Adopted=Difference
SEWER EXPENSES									
TOWN MANAGER									
Wages	12110-1100	31,518.07	36,705.65	34,701.99	18,275.77	41,053.95	41,053.95		4,348.30
PT Wages	12110-1300	4,351.67	5,453.39	4,640.22	2,443.47	5,717.50	5,717.50		264.11
FICA	12110-2100	2,874.67	3,225.17	3,154.01	1,661.44	3,578.02	3,578.02		352.85
VRS	12110-2200	6,557.70	8,820.37	7,201.77	4,821.97	9,865.26	9,865.26		1,044.89
Health Insurance	12110-2300	3,040.69	3,686.76	3,336.12	1,667.80	4,005.12	4,005.12		318.36
Group Life Insurance	12110-2400	418.32	433.13	460.87	214.54	484.44	484.44		51.31
STD/Long-Term Disability	12110-2500	165.70	193.81	167.97	64.64	216.76	216.76		22.95
Unemployment Insurance	12110-2600								-
Contingency	12110-5000								-
Town Manager Totals		48,926.82	58,518.28	53,662.95	29,149.63	64,921.05	64,921.06	-	6,402.78
FINANCE DEPARTMENT									
Wages	12420-1100	33,467.38	35,042.28	36,313.03	17,958.73	37,720.66	37,720.66		2,678.38
PT Wages	12420-1300	8,557.28	10,483.46	8,739.47	4,431.05	10,990.84	10,990.84		507.38
FICA	12420-2100	2,978.28	3,482.72	2,914.75	1,593.62	3,726.43	3,726.43		243.71
VRS	12420-2200	4,829.93	7,676.26	4,968.36	3,419.36	8,249.54	8,249.54		573.28
Health Insurance	12420-2300	4,969.68	6,636.17	5,177.33	1,332.24	6,758.64	6,758.64		122.47
Group Life Insurance	12420-2400	399.23	413.50	393.26	193.47	445.10	445.10		31.60
	12420-2500			63.03	24.28				-
Unemployment Insurance	12420-2600	31.50							-
Banking Service Charges	12420-3160			33.00					-
Service Contracts	12420-3320	2,750.00	3,500.00	3,208.34	3,208.24	3,500.00	3,500.00		-
Postage	12420-5210	3,257.29	4,000.00	3,791.98	2,051.51	4,500.00	4,500.00		500.00
Supplies	12420-6001	1,486.00	2,000.00	1,723.00	1,845.00	2,000.00	2,000.00		-
Finance Totals		62,726.57	73,234.39	67,325.55	36,057.50	77,891.22	77,891.22	-	4,656.83

Account Name	Account Code	FY 23 EOY	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Recommended less FY25 Adopted=Difference
SEWER OPERATIONAL DEPARTMENT									
Wages	44000-1100	141,333.84	202,634.89	193,141.14	102,934.76	176,872.50	176,872.50		(25,762.39)
PT Wages	44000-1300				1,443.20				-
Other/Holiday	44000-1400	6,434.14	6,588.68	4,625.84	3,351.22	7,152.32	7,152.32		563.64
FICA	44000-2100	12,180.97	16,005.60	14,439.15	7,910.86	14,077.90	14,077.90		(1,927.70)
VRS	44000-2200	23,433.01	43,304.92	32,236.92	21,588.40	38,098.65	38,098.65		(5,206.27)
Health Insurance	44000-2300	22,417.73	33,516.00	24,512.99	16,717.47	31,290.00	31,290.00		(2,226.00)
Group Life Insurance	44000-2400	1,857.13	2,391.09	1,885.98	1,219.04	2,087.10	2,087.10		(303.99)
Long-Term Disability	44000-2500	214.20	257.06	220.56	85.72	269.54	269.54		12.48
Unemployment Insurance	44000-2600	31.20		24.00	-	24.00	24.00		24.00
Worker's Comp	44000-2700	2,750.00	3,762.31	3,359.10	-	3,396.67	3,396.67		(365.64)
Sludge & Trash Removal-Rut.Crk	44000-3120	643.25	5,000.00	356.50	38,754.55	10,000.00	10,000.00		5,000.00
Testing Services	44000-3140	26,632.43	53,655.29	30,888.52	14,399.30	53,655.29	53,655.29		-
Professional Svcs	44000-3150	2,750.00	3,000.00	3,967.73	1,500.00	3,000.00	3,000.00		-
Repair & Maint. Svcs-Rut Crk	44000-3310	6,988.36	18,666.00	2,790.37	3,562.00	25,000.00	25,000.00		6,334.00
Advertising	44000-3600	352.20	500.00	-		500.00	500.00		-
Electrical Svcs-Rut. Crk	44000-5100	49,149.73	53,000.00	56,647.05	33,601.43	66,000.00	66,000.00		13,000.00
Water, Sewer -Rut. Crk	44000-5120	6,505.22	7,400.00	4,149.56	6,581.12	10,644.56	10,644.56		3,244.56
Electrical Svcs-Pump Station	44000-5130	2,346.79	2,370.00	1,556.96	895.55	1,850.00	1,850.00		(520.00)
Water, Sewer-Pump Station	44000-5140	193.79	220.00	187.20	95.15	204.60	204.60		(15.40)
Postage	44000-5210	4.78	250.00	25.04	-	50.00	50.00		(200.00)
Telecommunications	44000-5230	4,077.16	5,796.00	6,214.82	3,275.16	5,976.00	5,976.00		180.00
Property Insurance	44000-5304	3,572.70	3,302.41	3,572.70	-	4,398.81	4,398.81		1,096.40
Motor Vehicle Insurance	44000-5305	1,126.76	353.07	360.70	-	415.38	415.38		62.31
Travel-Mileage/Hotel/Conference	44000-5501	499.00	3,000.00	-	200.00	3,000.00	3,000.00		-
Permits	44000-5600	3,985.00	4,000.00	4,180.00	4,408.00	4,000.00	4,000.00		-
Dues & Memberships	44000-5810	2,889.03	2,000.00	2,621.88	303.40	2,000.00	2,000.00		-
Office Supplies	44000-6001	420.70	2,000.00	2,730.58	64.00	2,000.00	2,000.00		-
Lab Supplies	44000-6004	7,492.44	8,235.00	3,608.49	4,507.72	10,000.00	10,000.00		1,765.00
Repair & Maint. Supplies-Rut. Crk	44000-6007	23,197.88	35,000.00	17,869.67	33,077.03	45,000.00	45,000.00		10,000.00
Fuel/Oil	44000-6008	4,965.09	3,000.00	3,189.49	1,337.73	3,000.00	3,000.00		-
Vehicle & Equip Supplies	44000-6009	1,130.53	3,000.00	999.89	212.93	3,000.00	3,000.00		-
Uniforms	44000-6011	960.23	2,000.00	661.98	-	2,000.00	2,000.00		-
Chemicals-Rut Crk	44000-6051	1,716.40	4,615.00	2,015.45	-	10,000.00	10,000.00		5,385.00
Vehicles	44000-8005		15,000.00	1,795.08	5,774.53	15,000.00	-		(15,000.00)
Treatment Totals		362,251.69	543,823.32	424,835.34	307,800.27	553,963.32	538,963.32	-	(4,860.00)

Account Name	Account Code	FY 23 EOY	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Recommended less FY25 Adopted=Difference
SEWER MAINTENANCE DEPARTMENT									
Wages	45000-1100	109,307.79	137,518.60	121,910.99	63,338.29	132,369.94	132,369.94		(5,148.66)
PT Wages	45000-1300	700.06	791.17	850.44	501.64	3,529.57	3,529.57		2,738.40
Other Pay/Holiday	45000-1400	-	1,963.56		120.68	2,053.10	2,053.10		89.54
FICA	45000-2100	8,270.77	10,730.91	9,404.15	4,910.26	10,553.38	10,553.38		(177.53)
VRS	45000-2200	17,342.34	28,569.46	20,257.62	12,862.70	27,175.55	27,175.55		(1,393.91)
Health Insurance	45000-2300	22,344.97	30,600.11	25,114.77	12,358.36	28,161.00	28,161.00		(2,439.11)
Group Life Insurance	45000-2400	1,445.40	1,622.72	1,615.41	739.43	1,561.97	1,561.97		(60.75)
Long-Term Disability	45000-2500	-		12.03		97.10	97.10		97.10
Unemployment Insurance	45000-2600	-							-
Worker's Comp	45000-2700	-							-
Repair & Maint. Services	45000-3310	1,055.00							-
Professional Services	45000-3320	3,375.00							-
Telecommunication	45000-5230								-
Motor Vehicle Insurance	45000-5305	342.35	1,162.05	1,126.76		1,367.14	1,367.14		205.09
Lease of Equipment	45000-5410	339.73	5,000.00	-					(5,000.00)
Travel-Mileage/Conference/Hotel	45000-5501								-
Misc	45000-5800								-
Dues & Memberships	45000-5810								-
Repair & Maint. Supplies	45000-6007	8,862.47	10,000.00	21,157.20	4,479.44	10,000.00	10,000.00		-
Fuel	45000-6008								-
Vehicle/Power Equipment Supplies	45000-6009								-
Uniforms	45000-6011								-
Equipment/Vehicles	45000-8005			3,713.80					-
Maintenance Totals		173,385.88	227,958.58	205,163.17	99,310.80	216,868.75	216,868.75	-	(11,089.83)
Sliplining Project	94000-8000				284,625.00				
WWTP Centrifuge	94000-8002				78,572.88				

Account Name	Account Code	FY 23 EOY	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Recommended less FY25 Adopted=Difference
Debt Payments									
Sterling Bank WWTP Refi Prin	95000-9002	210,136.12	224655.57		112,327.80	232,287.34	232,287.34		7,631.77
Sterling Bank WWTP Refi Int	95000-9003	60,170.75	45651.27	53,032.31	23,765.01	38,019.53	38,019.53		(7,631.74)
Sewer Rehab Principle	95000-9004	69,184.17	71110.29		35,372.08	72,094.24	72,094.24		983.95
Sewer Rehab Interest	95000-9005	46,351.83	44,425.71	45,518.78	22,395.92	43,441.76	43,441.76		(983.95)
Debt Reserve	95000-9010								-
Capital Program			250000						(250,000.00)
Debt Totals		385,842.87	635,842.84	98,551.09	193,860.81	385,842.87	385,842.87	-	(249,999.97)
Sewer Fund Expense Totals		1,033,133.83	1,539,377.41	849,538.10	1,029,376.89	1,299,487.22	1,284,487.22	-	(254,890.19)

Account Name	Account Code	FY 23 EOY	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Recommended less FY25 Adopted=Difference
GARBAGE REVENUE									
Garbage IT Charges	16080-0005	123,171.92	146,975.00	141,233.17	74,222.27	147,337.50	147,337.50		362.50
Garbage OT Charges	16080-0006	17,519.78	20,812.50	19,773.37	10,271.46	19,512.50	19,512.50		(1,300.00)
Penalties	16080-0009	4,770.11	5,000.00	5,020.56	2,165.34	5,000.00	5,000.00		-
Transfer from Garbage Reserve	41040-0006								-
Transfer for Other Funds									-
Revenue Totals		\$ 145,461.81	\$ 172,787.50	\$ 166,027.10	\$ 86,659.07	171,850.00	\$ 171,850.00	\$ -	\$ (937.50)

Account Name	Account Code	FY 23 EOY	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Recommended less FY25 Adopted=Difference
TOWN MANAGER									
Wages	12110-1100	3,170.21	3,670.57	3,456.17	1,827.55	1,282.94	1,282.94		(2,387.63)
PT Wages	12110-1300	465.24		533.86	271.46	-	-		-
FICA	12110-2100	291.06	280.80	319.49	168.25	98.14	98.14		(182.66)
VRS	12110-2200	655.90	882.04	720.10	482.18	308.29	308.29		(573.75)
Health Insurance	12110-2300	303.63	368.68	333.89	166.79	125.16	125.16		(243.52)
Group Life Insurance	12110-2400	41.76	43.31	46.13	21.50	15.14	15.14		(28.17)
STD/Long-Term Disability	12110-2500	16.73	19.38	12.16	6.40	6.77	6.77		(12.61)
Contingency	12110-5000		5,146.67			7,087.50	7,087.50		1,940.83
Town Manager Totals		\$ 4,944.53	\$ 10,411.45	\$ 5,421.80	\$ 2,944.13	8,923.94	\$ 8,923.94	\$ -	\$ (1,487.51)
FINANCE DEPARTMENT									
Wages	12420-1100	1,717.38	1804.44	1,656.49	919.56	1,043.58	1,043.58		(760.86)
PT Wages	12420-1300	219.46	268.81	224.07	113.61	281.82	281.82		13.01
FICA	12420-2100	145.36	158.6	133.99	74.01	169.42	169.42		10.82
VRS	12420-2200	255.68	402.59	246.95	171.26	430.50	430.50		27.91
Health Insurance	12420-2300	270.69	368.68	278.50	55.44	375.48	375.48		6.80
Group Life Insurance	12420-2400	21.17	21.29	19.54	9.58	22.81	22.81		1.52
Hybrid Disability	12420-2500	2.34	4.85	4.07	1.41	5.08	5.08		0.23
Finance Totals		2,632.08	3,029.26	2,563.61	1,344.87	2,328.67	2,328.67	-	(700.59)
GARBAGE EXPENSES									
Collection In-Town	43200-3160	120,924.06	132,949.92	126,412.32	66,552.00	135,559.68	135,559.68		2,609.76
Collection Out of Town	43200-3170	16,829.48	21,403.20	17,540.16	9,246.48	20,824.80	20,824.80		(578.40)
Garbage Totals		\$ 137,753.54	\$ 154,353.12	\$ 143,952.48	\$ 75,798.48	156,384.48	\$ 156,384.48	\$ -	\$ 2,031.36

Account Name	Account Code	FY 23 EOY	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Recommended less FY25 Adopted=Difference
GARBAGE MAINTENANCE DEPARTMENT									
Wages	45000-1100	2,413.52	3,243.13	2,749.00	1,407.45	2,941.55	2,941.55		(301.58)
PT Wages	45000-1300								-
Other Pay/Holiday	45000-1400	-	43.63	-	2.68	45.62	45.62		1.99
FICA	45000-2100	181.44	251.44	210.15	108.31	228.52	228.52		(22.92)
VRS	45000-2200	385.46	679.85	456.40	285.88	334.54	334.54		(345.31)
Health Insurance	45000-2300	489.97	737.35	563.20	274.58	625.80	625.80		(111.55)
Group Life Insurance	45000-2400	31.81	38.27	36.35	16.50	34.71	34.71		(3.56)
Hybrid Disability						2.16	2.16		
Maintenance Totals		\$ 3,502.20	\$ 4,993.67	\$ 4,015.10	\$ 2,095.40	4,212.90	4,212.90	-	(782.93)
Garbage Fund Expense Totals		\$ 148,832.35	\$ 172,787.50	\$ 155,952.99	\$ 82,182.88	171,850.00	\$ 171,850.00	\$ -	\$ (939.66)

Account Name	Account Code	FY 23 EOY	FY 25 Approved	FY 24 EOY	FY 25 @ 12/31/24	FY 26 Department Request	FY 26 TM Recommended	FY 26 Approved	FY 26 Recommended less FY25 Adopted=Difference
IDA REVENUES									
Lease/Sale of Lots	701-41020-0001								-
BP Recoupment Rev	701-41030-0001	28,456.73	64,812.76	64,812.76		64,795.16	64,795.16		(17.60)
Zoning Fees									-
Bond Issue	701-41040-0001	6,404.22	3,890.00	5,148.76	3,890.00	2,612.50	2,612.50		(1,277.50)
Home Owners Reimb	701-41060-0001	1,593.81	1,923.00	1,923.36		1,718.82	1,718.82		(204.18)
Transfer from Other Funds						4,349.58	4,349.58		4,349.58
Revenue Totals		36,454.76	70,625.76	71,884.88	3,890.00	73,476.06	73,476.06	-	2,850.30
IDA EXPENSES									
PT Wages	45000-1300	8,400.44	9,494.03	8,080.69	6,019.63	12,654.87	12,654.87		3,160.84
FICA	45000-2100	642.68	726.29	618.16	460.46	968.10	968.10		241.81
Worker's Comp	45000-2700	210.21	273.74	-		449.22	449.22		175.48
Repair & Maint. Svcs	81500-3310								-
Professional Services	81500-3150	300.00							-
Electrical Svcs	81500-5100	217.33	300.00	343.84	173.57	330.00	330.00		30.00
Dues & Membership	81500-5810	2,728.00	2,800.00	2,690.00	2,658.00	2,800.00	2,800.00		53,473.87
Transfer to IDA fund bal	81500-9200		57,031.70			56,273.87	56,273.87		(57,031.70)
Small Business Grant									-
Capital expenses									-
Expense Totals		12,498.66	70,625.76	11,732.69	9,311.66	73,476.06	73,476.06	-	50.30
Revenue Totals			6,619,172.68	2,095,686.10	3,865,008.16	4,439,624.79	5,062,404.82	-	(479,744.14)
Expense Totals			6,630,447.09	3,139,890.59	2,889,312.63	4,815,178.50	5,062,404.82	1,284,487.22	1,283,597.86

TOWN OF AMHERST
CAPITAL IMPROVEMENT PROGRAM FY25-26

Project Description & Ranking	CIP Committee Evaluation	Planning Commission Ranking	Total Estimated Cost	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Recommended Sources of Funds
Police									
Police Ford Interceptor	18		67,030.00	-	67,030.00				General Fund
Tasers-Recoccurring	23		36,653.00	36,653.00	4,148.00	4,158.00	4,158.00	4,158.00	General Fund
Toughbooks-Reoccurring	16		28,000.00					28,000.00	General Fund
Dash & Body Camera-New	19		90,000.00		90,000.00				General Fund
Plants									
Raw Influent Pumps (3)	19		54,000.00		18,000.00	18,000.00	18,000.00		Wastewater
WWTP Digester Blower/Motor (2)	17		45,400.00			-	45,400.00		Wastewater
WWTP Security Cameras-New			13,200.00						Wastewater
WTP Security Cameras-New			13,200.00						Water Fund
Waste Sludge Flow Meter	12		9,640.00		9,640.00				Wastewater
Maintenance									
Half Ton Pick-up	16		50,000.00	-	50,000.00				All Funds
Metal Structure	13		50,000.00		-		50,000.00		All Funds
Reseal Town Hall Lot	16		11,000.00		11,000.00				All Funds
Town Hall/Finance									
Town Pool Car	8		35,000.00	35,000.00					General Fund
Water Line Replacements									
Replace Author Court W/L			200,000.00		200,000.00				Grant and Water
Christian Springs Replacement									Grant and Water
Waugh's Ferry Road Replacement			3,000,000.00			3,000,000.00			Grant and Water
Walnut Street Replacement			400,000.00					400,000.00	Grant and Water
Union Hill Replacement			420,416.00						Grant and Water
Zane Snead Replacement			294,400.00						Grant and Water
TOTAL			4,817,939.00	71,653.00	449,818.00	3,022,158.00	117,558.00	432,158.00	

FY26 TOWN OF AMHERST VEHICLES

MAKE	MODEL	YEAR	VIN NUMBER	MILEAGE
POLICE				
Chevrolet	Tahoe (Car 103)	2023	6501	8,496
Ford	Interceptor (Car 102)	2021	6442	35,650
Chevrolet	Tahoe (Car 101)	2022	2110	12,381
Ford	Interceptor (Car 104)	2023	7767	3,092
Ford	Interceptor (Spare)	2017	7002	106,408
Ford	Interceptor (Car 106)	2021	6441	25,587
Ford	Interceptor to be taken out	2016	8692	125,269
Chevy	Tahoe (Car 105)	2023	6466	7,519
MAINTENANCE				
Ford	SUV	2007	7723	107,411
Dodge	Pickup	2014	4675	89,472
Chevy	Pickup	2011	5012	92,742
Dodge	Work Truck	2013	7481	85,338
GMC	Dump Truck	2003	9981	50,849
Chevy	2500 Pick up	2023	8667	7,392
Dodge	Buddy	2012	9843	77,986
Ford	Explorer (Office)	2011	4253	79,610
UTILITIES				
Dodge	Water	2008	4271	112,134
Ford	Explorer-Moved from Police	2014	8654	123,945
Ford	Explorer-Moved from Police	2017	254	128,258

Undesignated Fund Balance and Contingency Calculation For FY26

3/4/2025

Permanent Fund principal for the General Fund

(based on proposed FY26 Budget)

Reserve per October 2010 policy 15%
GF target Permanent Fund principal \$ 283,716.67

GF Revenues \$ 1,891,444
Administration Fee (covered in W & S Funds) -
Net GF Revenues \$ 1,891,444
Reserve per @ 25%
GF target Permanent Fund principal \$ 472,861.12 ←

Required contingency in the General Fund

(based on proposed FY26 Budget)

GF Expenses \$ 1,891,444
Reserve per October 2010 policy 3.0%
GF Contingency \$ 56,743 ←

Permanent Fund principal for the Water Fund (based on the proposed FY26 Budget)

Fund 501 WATER FUND

DEBT SERVICE
ALL OTHER EXPENSES
Total

FY26 Budget

\$ 454,047 Debt 454,047
\$ 1,215,100 25%/Operation \$ 303,775
WF target Permanent Fund principal \$ 757,822 ←

Permanent Fund principal for the Sewer Fund (based on the proposed FY26 Budget)

Fund 502 SEWER FUND

DEBT SERVICE
ALL OTHER EXPENSES
Total

FY26 Budget

\$ 385,843 Debt 385,843
\$ 913,644 25%/Operation \$ 228,411
SF target Permanent Fund principal \$ 614,254 ←

Permanent Fund principal for the Garbage Fund (based on the proposed FY26 Budget)

Fund 514 GARBAGE FUND

ALL EXPENSES

FY26 Budget

171,850 25% operations \$ 42,962
Garb target Permanent Fund principal \$ 42,962

Total of all undesignated fund balances \$ 1,887,900

General Fund Permanent Fund \$ 472,861
General Fund Contingency \$ 56,743
Water Fund Permanent Fund \$ 757,822
Sewer Fund Permanent Fund \$ 614,254
Garbage Fund Permanent Fund \$ 42,962

TOWN OF AMHERST DEBT BALANCES & DEBT PAYMENTS

Description	Original Loan Amount	Outstanding Loan Balance at 12/31/24	Interest Rate	Maturity Date	Principal Payment FY26	Interest Payment FY26	Total Debt Payment FY25
Sterling Debt Refi	\$ 3,933,409.44	\$ 1,993,236.60	3.35%	6/30/2030	\$ 341,599.03	\$ 55,911.07	\$ 397,510.10
Mainstreet Water Line	\$ 2,368,672.03	\$ 1,962,713.87	2.25%	1/1/2047	\$ 83,792.13	\$ 39,159.55	\$ 122,951.68
60 W. Water Line	\$ 565,935.00	\$ 407,387.66	3.00%	7/1/2043	\$ 18,258.30	\$ 10,785.62	\$ 29,043.92
Sewer Sliplining Project	\$ 3,414,000.00	\$ 3,321,183.63	3.63%	2/10/2062	\$ 72,094.24	\$ 43,441.76	\$ 115,536.00
Water Treatment Plan Refi	\$ 3,730,000.00	\$ 3,583,910.55	2.80%	7/1/2052	\$ 95,099.78	\$ 79,748.40	\$ 174,848.18

Outstanding Debt Balances							
		Sliplining	Sterling Refi	60 WL	Main St. WL	WTP Loan	Total
FY 2025		3,285,445.42	1,828,048.64	364,051.20	\$ 1,761,255.21	\$ 3,537,701.43	\$ 7,491,056.48
FY 2026		3,213,351.18	1,486,449.61	345,792.90	\$ 1,677,463.08	\$ 3,443,682.87	\$ 6,953,388.46
FY 2027		3,140,259.37	1,233,244.99	326,982.73	\$ 1,591,775.02	\$ 3,347,489.44	\$ 6,499,492.18
FY 2028		3,066,269.52	868,042.60	307,604.03	\$ 1,504,148.13	\$ 3,249,070.85	\$ 5,928,865.61
FY 2029		2,991,142.54	389,981.55	287,639.61	\$ 1,414,538.55	\$ 3,148,375.60	\$ 5,240,535.31
FY 2030		2,914,976.04	0	267,071.77	\$ 1,322,901.41	\$ 3,045,351.05	\$ 4,635,324.23
FY 2031		2,837,755.62		245,882.27	\$ 1,229,190.84	\$ 2,939,943.30	\$ 4,415,016.41
FY 2032		2,759,568.49		224,052.32	\$ 1,133,359.93	\$ 2,832,097.23	\$ 4,189,509.48
FY 2033		2,680,197.70		212,891.14	\$ 1,084,634.39	\$ 2,721,756.46	\$ 4,019,281.99

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

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

Administration	Police	Public Utilities
20 Office Manager/Finance Director (Exempt)	25 Chief of Police (Exempt)	25 Public Utilities Director (Exempt)
19 Clerk to Council	23 Major (Exempt)	23 Director of Plants (Exempt)
13 Fiscal Assistant	22 Captain (Exempt)	17 Utility Maintenance Foreman (Exempt)
14 Senior Fiscal Assistant	20 Investigator	15 Lead Treatment Plant Operator
9 Office Assistant (part-time)	18 Accreditation Manager	13 Treatment Plant Operator
	19 Police Officer 3	12 Treatment Plant Operator-Apprentice
	17 Police Officer 2	12 Utility Maintenance Technician
	15 Police Officer 1	11 Landscape and Maintenance Assistant
	10 Administrative Officer	8 Custodian
	14 Administrative Analyst	

Administration	Police	Public Utilities
Town Manager	Chief	Director of Plants
Office Manager/Finance Director	Captain	Utility Maintenance Foreman
Riscal Assistant	Investigator	Plants Maintenance Supervisor- New position, Grade 16
Office Assistant 2 PT	Police Officer 3	Lead Treatment Plant Operator (2)
Clerk to Council	Police Officer 2	Treatment Plant Operator (2 FT, 1 PT)
	Accreditation Manager	Utility Maintenance Technician (4 FT and 1 PT)
	Administrative Officer (PT)	Landscape and Maintenance Assistant (1 FT)- New Position, Grade 11
	Administrative Analyst	Custodian (PT, 1)
	Part Time Officers (as needed)	

Letter of Intent To Participate in the Middle James River Regional Water Supply Plan

By signing this *Letter of Intent*, **Locality Name** hereby commits to participate in the **Middle James River Regional Water Supply Plan** to be prepared by the Central Virginia Planning District Commission, with the successful award of the FEMA Hazard Mitigation Grant Program (HMGP) DR-VA-4831.

Locality enters into this agreement voluntarily and commits to participate fully in the plan development, acknowledging that such participation shall include, but not limited to, local attendance/representation at upcoming planning and public meetings, responses to detailed inquiries and data requests, and coordination with staff from multiple departments. Additionally, **Locality** agrees to provide the financial match and will track in-kind services and materials associated with the activities described above.

Upon conclusion of the process and the approval of the Middle James River Water Supply Plan approval by the Virginia Department of Emergency Management, the Federal Emergency Management Agency (FEMA), Region III, and the Virginia Department of Environmental Quality, the **Locality** agrees to submit the completed plan to its governing body for formal adoption consideration.

Locality Name: _____

Locality Administrator: _____

Phone No.: (434) _____

Email: _____

Planning Agency Contact: _____

Phone No.: _____

Email: _____

Affirmation (please check one):

Locality WILL participate in the revision of the **Project Name** in accordance with the agreement and guidance cited above, and in accordance with any grant agreements made to provide the region with federal and/or state funding to support such revisions. Further, **Locality** commits to providing \$ _____ in project match contribution with a success HMGP grant award to the CVPDC.

☐ **Locality WILLNOT** participate in the revision of the **Project Name**. It will seek to develop its own water supply plan as described by regulations and guidance.

Signatures:

Name, Title

Date

Project Primary Contact, Title

Date

Locality Letterhead

Alec Brebner, Executive Director
Central Virginia Planning District
Commission 828 Main Street,
12th Floor
Lynchburg, VA 24504

**RE: CVPDC HMGP FEMA-DR-VA-4831 Grant
>>>>>Regional Water Supply Plan**

Dear Alec.

On behalf of Locality, this letter is provided to ensure the commitment of Locality to participate in the Middle James River Regional Water Supply Plan, a planning application that will be submitted to the Virginia Department of Environmental Quality (VDEM) and the Federal Emergency Management Agency (FEMA) for the purpose of developing the Middle James River Regional Water Supply Plan.

Locality, commits to participate fully in the in the future plan revision, acknowledging that such participation shall include, but not limited to, local staff attendance/representation at project planning and public meetings, responses to detailed inquires and data request, and coordination with staff from multiple departments. Additionally, locality agrees to provide \$_____ in program match funding contribution, that will be applied, in coordination with all participating localities, to the full project match. Locality will submit the document/plan name to its governing body for formal adoption consideration following preliminary approval by the Virginia Department of Emergency Management (VDEM), the Federal Emergency Management Agency (FEMA), Region III, and the Virginia Department of Environmental Quality.

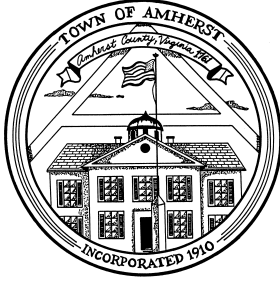
Finally, this letter supports the CVPDC's submittal of the FEMA Hazard Mitigation Grant Program (HMGP)- Virginia Severe Winter Storm and Snowstorm (DR-VA-4831) to develop the plan name.

Regards

cc: Reggie Bennett, Chair, CVPDC
Kelly Hitchcock, Deputy Director of
Planning, CVPDC Stacey McBride,
Amherst County Finance Director
Tim Castello, Director, Amherst County
Service Authority
Tyler Creasy, Amherst County Director of Community Development

VDEM DR-VA-4831 - Water Supply Plan Application

Organization	Percent	Project Cost								
Option 1 = Max Local Match										
FEMA	75	\$337,500.00								
VDEM	15	\$67,500.00								
Local	10	\$45,000.00								
		\$450,000.00								
Option 2 = Min Local Match										
FEMA	75	\$337,500.00								
VDEM	20	\$90,000.00								
Local	5	\$22,500.00								
		\$450,000.00								
Locality Match Option 1 Local										
10%	Percent	\$45,000.00	Locality Match Option 1		Percent	\$45,000.00	Locality Match Option 1		Percent	\$45,000.00
Lynchburg	12	\$5,400.00	Lynchburg		11	\$5,000.00	Lynchburg		15	\$6,750.00
Amherst County	12	\$5,400.00	Amherst County		11	\$5,000.00	Amherst County		15	\$6,750.00
Appomattox County	12	\$5,400.00	Appomattox County		11	\$5,000.00	Appomattox County		15	\$6,750.00
Campbell County	12	\$5,400.00	Campbell County		11	\$5,000.00	Campbell County		15	\$6,750.00
Nelson County	12	\$5,400.00	Nelson County		11	\$5,000.00	Nelson County		15	\$6,750.00
Amherst Town	9	\$4,000.00	Amherst Town		11	\$5,000.00	Amherst Town		5	\$2,250.00
Appomattox Town	9	\$4,000.00	Appomattox Town		11	\$5,000.00	Appomattox Town		5	\$2,250.00
Brookneal	9	\$4,000.00	Brookneal		11	\$5,000.00	Brookneal		5	\$2,250.00
Altavista	9	\$4,000.00	Altavista		11	\$5,000.00	Altavista		5	\$2,250.00
Pamplin ?	4	\$2,000.00	Pamplin ?		0	\$0.00	Pamplin ?		5	\$2,250.00
	100	\$45,000.00			99	\$45,000.00			100	\$45,000.00
Locality Match Option 2 Local			Locality Match Option 2		Percent	\$22,500.00	Locality Match Option 2		Percent	\$22,500.00
5%	Percent	\$22,500.00	Lynchburg		11	\$2,500.00	Lynchburg		15	\$3,375.00
Lynchburg	12	\$2,700.00	Amherst County		11	\$2,500.00	Amherst County		15	\$3,375.00
Amherst County	12	\$2,700.00	Appomattox County		11	\$2,500.00	Appomattox County		15	\$3,375.00
Appomattox County	12	\$2,700.00	Campbell County		11	\$2,500.00	Campbell County		15	\$3,375.00
Campbell County	12	\$2,700.00	Nelson County		11	\$2,500.00	Nelson County		15	\$3,375.00
Nelson County	12	\$2,700.00	Amherst Town		11	\$2,500.00	Amherst Town		5	\$1,125.00
Amherst Town	9	\$2,025.00	Appomattox Town		11	\$2,500.00	Appomattox Town		5	\$1,125.00
Appomattox Town	9	\$2,025.00	Brookneal		11	\$2,500.00	Brookneal		5	\$1,125.00
Brookneal	9	\$2,025.00	Altavista		11	\$2,500.00	Altavista		5	\$1,125.00
Altavista	9	\$2,025.00	Pamplin ?		0	\$0.00	Pamplin ?		5	\$1,125.00
Pamplin ?	4	\$900.00			99	\$22,500.00			100	\$22,500.00



TOWN OF AMHERST

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

To: Town Council
From: Sara McGuffin
Date: May 9, 2025
Re: Process for Appointment of Interim Councilor

Background:

As a result of Councilmember Andra Higginbotham's resignation effective April 30, 2025, the Town must now follow the procedures set forth in Virginia Code §§ 24.2-226 and 24.2-228 for both the interim appointment and the required special election to fill the vacancy.

Legal Requirements:

1. Interim Appointment – Virginia Code § 24.2-228

- Council has 45 days from the vacancy (April 30) to appoint a qualified voter to serve as interim Councilmember.
- At least 7 days before making the appointment, Council must:
 - Hold a public meeting, and
 - Announce the names of all applicants, making any résumés or other materials available to the public.
- The interim appointee will serve until the special election results are certified.
- If Council is unable to agree on an appointee by the deadline, the Circuit Court will make the appointment.

2. Special Election – Virginia Code § 24.2-226

- Within 15 days of the vacancy, the Town must petition the Circuit Court for a writ of election to fill the vacancy by special election.

- The special election will be held on the next general election date, if eligible.

Timeline

- April 30: Vice-Mayor Higginbotham's resignation effective
- May 1: Vacancy announced on Town website; Registrar notified.
- May 8 and 15: Public Notice published in the New Era Progress
- May 14: Council authorizes filing of Writ for Special Election
- May 20: Application deadline for individuals seeking appointment
- May 21-26: Council review of applications
- May 29: Special Council meeting:
- Announce candidates and provide application materials
 - Closed session to meet with candidates
- June 11: Appointment made at regular meeting

VIRGINIA:

IN THE CIRCUIT COURT OF THE COUNTY OF AMHERST

**RE: AMHERST TOWN COUNCIL
SPECIAL ELECTION**

CASE NO. _____

**PETITION FOR WRIT OF SPECIAL ELECTION
TO FILL VACANCY IN THE AMHERST TOWN COUNCIL
DUE TO THE RESIGNATION OF ANDRA HIGGINBOTHAM**

This day comes the TOWN COUNCIL OF THE TOWN OF AMHERST, VIRGINIA, by the Town Attorney, pursuant to Virginia Code § 24.2-226, and petitions this Court for a Writ of Special Election to fill the vacancy in the Town Council of the Town of Amherst, Virginia and in support thereof states as follows:

1. Andrá Higginbotham was elected as a member of the Town Council of the Town of Amherst, Virginia on November 8, 2022 and his term began on January 1, 2023. His term was therefore set to expire on December 31, 2026.
2. Andrá Higginbotham resigned as a member of Town Council of the Town of Amherst due to unforeseen circumstances, effective April 30, 2025.
3. Virginia Code § 24.2-226 provides that, upon such vacancy, a writ of election shall be issued for the next ensuing general election to be held in November, unless the governing body of the locality requests a different date.
4. State law allows the Town Council to make an interim appointment to fill the vacancy in the meanwhile. Virginia Code § 24.2-228, Subsection A, provides: “When a vacancy occurs in a local governing body . . . , the remaining members of the body . . . , within 45 days of the office becoming vacant, may appoint a qualified voter of the election district in which the

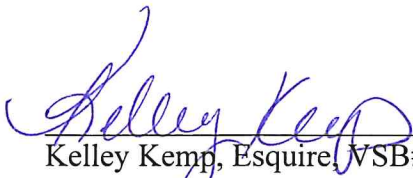
vacancy occurred to fill the vacancy.” The appointed person “shall hold the office only until the qualified voters fill the vacancy by special election.” *Id.*

WHEREFORE, the Town Council of the Town of Amherst, Virginia, by counsel, petitions this Court to issue a Writ of Special Election to fill the vacancy in the Town Council of the Town of Amherst, Virginia on November 4, 2025 for the remainder of the term of André Higginbotham as a member of Town Council expiring on December 31, 2026.

Respectfully submitted,

TOWN COUNCIL OF AMHERST, VIRGINIA

By counsel



Kelley Kemp, Esquire, VSB#71136

Town Attorney

Sands Anderson PC

919 East Main Street, Suite 2300 (23219)

P.O. Box 1998

Richmond, Virginia 23218-1998

Telephone: (804) 783-7286

Facsimile: (804) 783-7291

Email: kkemp@sandsanderson.com

Counsel for Town Council of the Town of Amherst, Virginia

Certificate of Mailing

I certify that I mailed a true copy of the foregoing Petition for Writ of Special Election this 15th day of May, 2025, to Keitha L. Robinson, General Registrar for Amherst County, P.O. Box 550, Amherst, VA 24521.


Kelley Kemp

VIRGINIA:

IN THE CIRCUIT COURT OF THE COUNTY OF AMHERST

IN THE MATTER OF:

SPECIAL ELECTION TO FILL
VACANCY IN THE AMHERST
TOWN COUNCIL
FOR A TERM ENDING
DECEMBER 31, 2026

)
)
)
)
)
)
)

Case No. _____

Writ of Special Election

This day came the Town Council of the Town of Amherst, Virginia, by and through the Town Attorney, upon its petition that the Circuit Court of Amherst County, Virginia requests an order a special election pursuant to Virginia Code §§ 24.2-226.

UPON CONSIDERATION WHEREOF, this Court finds that:

1. Andrá Higginbotham was duly elected on November 8, 2022 to the Town Council of the Town of Amherst, Virginia to a three year term ending December 31, 2026;
2. Mr. Higginbotham resigned from the Town Council of the Town of Amherst, Virginia effective April 30, 2025, and thereby creates a vacancy in the Town Council of the Town of Amherst, Virginia;
3. That such vacancy was not created “within 90 days of the next . . . general election”; that “the governing body . . . has not requested in its petition a different date for the election” than the default date prescribed in § 24.2-226; and therefore, that the special election to fill the vacancy is to “be held on the date of the next general election,” that is, on November 4, 2025;

4. That, in the meanwhile, the Town Council of the Town of Amherst, Virginia is authorized by Virginia Code § 24.2-228 to fill the vacancy by making an interim appointment of a qualified voter of the Town upon the majority vote of the Town Council of the Town of Amherst, Virginia;
5. The interim appointment by the Town Council of the Town of Amherst, Virginia to fill the vacancy is effective by statute until completion of a special election, certification of results, and the successful candidate taking the oath of office;
6. That the citizens of the Town of Amherst, Virginia should enjoy the earliest opportunity to elect a new member of the Town Council of the Town of Amherst, Virginia, but the election should be held in a manner to afford any interested candidates sufficient time to qualify for the ballot and campaign for the office, as provided by law; and
7. As required by law, a special election on Tuesday, November 4, 2025 is:
 - a. Not “within 60 days of the end of the term of the office to be filled,” Va. Code § 24.2-226(B);
 - b. Not “within the 55 days prior to a general or primary election,” Va. Code § 24.2-682(A); and
 - c. Not “on the same day as a primary election,” but is “on the same day as a general election,” *id.*

NOW THEREFORE, the Court deeming it proper to do so, pursuant to §§ 24.2-226 and 24.2-683 of the Code of Virginia, the Court does hereby issue this Writ of Special Election, and **ORDERS** the Electoral Board of the County of Amherst, Virginia to conduct a special election to fill the remaining term by the aforesaid previously vacated seat on the Town Council of the Town of Amherst, Virginia on Tuesday, November 4, 2025, in the manner and at the places that would

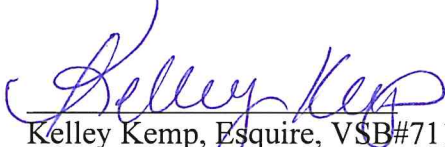
be utilized for the general election to be conducted on that date. This Court ORDERS the Electoral Board and Registrar to observe the directive set forth in Title 24.2, Chapter 6, Article 5 (§§ 24.2-681 et seq.) of the Code of Virginia, as amended, when conducting this special election. The Court FURTHER ORDERS that the Secretary of the Electoral Board of the County of Amherst, Virginia shall cause notice of the election to be published once in a newspaper of general circulation in this jurisdiction at least ten (10) days before the special election.

The Clerk is directed to transmit a copy of this Writ to the Secretary of the Electoral Board of the County of Amherst, Virginia; the Registrar of the County of Amherst, Virginia; the State Board of Elections; the Town Attorney of the Town of Amherst, Virginia; and the Town Clerk for the Town of Amherst, Virginia, and to remove this matter from the docket and place it among the ended causes.

ENTERED the _____ day of _____, 2025.

Judge

I ask for this:



Kelley Kemp, Esquire, VSB#71136

Town Attorney

Sands Anderson PC

919 East Main Street, Suite 2300 (23219)

P.O. Box 1998

Richmond, Virginia 23218-1998

Telephone: (804) 783-7286

Facsimile: (804) 783-7291

Email: kkemp@sandsanderson.com

Counsel for Town Council of the Town of Amherst, Virginia