

**AMHERST TOWN COUNCIL**  
**AGENDA**  
**Wednesday, October 14, 2026**  
**Worksession 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.-** *Councilor Janice N. Wheaton*
- B. Review of Sign Ordinance Draft (Pgs. 1-10)-** *The Planning Commission completed its draft of the Sign Ordinance in the summer of 2025. This time has been set aside for the Council to review this draft and give comments to staff in preparation for a future public hearing.*
- C. Recess for Dinner- 6:15 p.m.**
- D. Call to Order for the Town Council– 7:00 p.m. –** *Councilor Janice N. Wheaton*
- E. 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.*
- F. 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.*
- G. Public Hearings and Presentations**
- 1. Public Hearing: McCafferty Bed and Breakfast (Pgs. 11-12)** *A public hearing has been set and advertised for consideration of a bed and breakfast at 214 Waughs Ferry Road.*
  - 2. Appearance from Dr. Tim Hoden, Amherst County Schools-** *Dr. Hoden has requested time before the Council regarding an electronic sign at Amherst County High School.*
- H. 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.*
- I. 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. 13-46) –** *Drafts of the September 9, 2026 worksession and regular meeting minutes are **attached**. Please let Vicki Hunt know of any concerns by Wednesday morning so that any needed corrections can be presented at the meeting.*
  - 2. Check approval (Pgs. 47-58)-** *The check register for the month of September, 2026 is **attached**. Please let Patty Martin know if you have any concerns by Wednesday morning so any needed documentation will be available at the meeting. All invoices will be available for review.*

## **J. Correspondence and Reports**

### **1. Staff Reports (Pgs. 59-120)**

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

### **2. Other Reports (Pgs. 121-125)**

- a. Planning Commission- *met October 7, 2026, minutes attached*
- b. Economic Development Authority- *met October 5, 2026, minutes attached*
- c. Robert E. Lee SWCD- *no minutes available*

## **K. Discussion Items**

- 1. Set November Meeting-** *Sara McGuffin- The regular meeting date for November falls on Veteran's Day. Staff recommends setting the November meeting for November 18<sup>th</sup>.*
- 2. Authorization to Complete Trade-in/Purchase of Equipment (Pgs. 126-129)-** *Sara McGuffin- One of the regularly used zero turn mowers used by Maintenance has had a catastrophic engine failure. Staff has reviewed their needs and recommends trading in a rarely used piece of equipment to replace this mower with no cost to the Town.*
- 3. Water Conservation Update (forthcoming- staff will update all information on Tuesday so it is current)-** *Sara McGuffin- Staff will provide an update on the Town's current water status and the conservation and production efforts being pursued to ensure the Town's water supply through the drought.*
- 4. Set Public Hearing for Code Amendment Related to Parking Requirements (Pg. 130)-** *Sara McGuffin- Staff is recommending a change to parking requirements for shopping center, specifically that the number of required spaces be lowered to match other large scale retail uses.*
- 5. Appointments and Recommendation (Pgs. 131-133)** *Sara McGuffin- Council has received three applications for the Planning Commission. These are attached for Council's consideration.*

## **L. Matters from Staff**

## **M. Citizen Comments**

## **N. Matters from Town Council**

## **O. Anticipated Town Council Agenda Items for Next Month**

## **P. Adjournment**

## Chapter 24 – Zoning and Subdivisions

Flutter flag is a type of portable advertising banner with a rectangular piece of fabric mounted on a lightweight frame designed to resemble a feather's shape.

### Article IX - Signs

#### **Sec. ~~XX.XX~~24-571. Purpose and intent.**

The purpose and intent of this section XX include, but are not limited to, the following:

- (a) The Town Council finds that signs are a separate and distinct use of the property upon which they are located and affect the uses and users of adjacent streets, sidewalks, and other areas open to the public; and that signs are an important means of communication for businesses, organizations, individuals, and government. The Council also finds that signs take up space and may obstruct views, distract motorists, displace alternative uses for land, and pose other problems that legitimately call for regulation; and that the unregulated erection and display of signs constitute a public nuisance detrimental to the public health, safety, convenience, and general welfare. Therefore, the purpose of this section is to establish reasonable regulations pertaining to the time, place, and manner in which outdoor signs and window signs may be erected and maintained in order to:
  1. Preserve the rights of free speech and expression;
  2. Promote the general health, safety, and welfare, including the creation of an attractive and harmonious environment;
  3. Protect the public investment in the creation, maintenance, safety, and appearance of its streets, highways, and other areas open to the public;
  4. Improve vehicular and pedestrian safety by avoiding saturation and confusion in the field of vision and by directing and controlling vehicular traffic and pedestrians;
  5. Protect and enhance the Town's attractiveness to tourists and other visitors as sources of economic development; and
  6. Protect property values.
- (b) The Town Council finds that the regulations in this section advance the substantial governmental interests identified herein and are the minimum amount of regulation necessary to achieve them, provided further that:
  1. The Town Council finds that the provisions in this section XX.XX that separately classify warning signs advance the compelling governmental interest of protecting vehicular and pedestrian safety.
  2. The Town Council finds that the provisions in this section XX.XX that separately classify directional signs advance the compelling governmental interest of protecting vehicular and pedestrian safety.
  3. The Town Council finds that the provisions in this section XX.XX that separately classify address signs advance the compelling governmental interest of ensuring that emergency vehicles are able to locate persons and buildings in emergency situations.
- (c) Many of the signs allowed by this section XX.XX are situational, and the likelihood of multiple simultaneous situations arising on a lot at any particular time is remote. Therefore, the Council finds that the number of signs allowed on a lot is reasonable and allows alternative channels of communication as situations arise without adversely impacting the purposes of this section.

State law reference(s)—Va. Code § 15.2-2280.

• ~~Sec. 24-571. Intent.~~

~~The intent of this section is to establish limitations on signs to ensure that they are appropriate to the neighborhood, building or use to which they are appurtenant and are adequate, but not excessive, for their intended purpose as a means of communication without adverse impact on the visual character of the area; to ensure that signs are compatible with their surroundings; to maintain and enhance the aesthetic environment of the town and its entrance corridors; to improve pedestrian and traffic safety; to minimize the possible adverse effect of signs on nearby public and private property; to avoid visual clutter that is potentially harmful to traffic and pedestrian safety, property values, and community appearance; to establish reasonable time, place, and manner provisions to facilitate the appropriate exercise of free speech; and to enable the fair and consistent enforcement of these sign regulations. Any display of off-premises signs is considered inappropriate to the character and sound development of the town, and it is intended by this article that street and highway rights-of-way in the town shall not be made available for such display unless erected and maintained by the town or another governmental entity. It is the policy of the town that the purpose of commercial signs is to attract patrons onto the site of business activity and not for brand promotion, advertising goods and services, or directing traffic to other locations.~~

~~(Zoning Ord. 2003, § 18.1-908.01)~~

**Sec. 24-572. Applicability.**

~~This section XX.XX Article IX shall apply as follows:~~

- ~~(a) *General.* The requirements of section XX.XX Article IX shall apply to all outdoor signs and window signs that are visible from beyond the boundaries of the lots on which they are located. Each sign subject to this section XX Article IX shall comply with all regulations applicable to that sign.~~

State law reference(s)—Va. Code § 15.2-2280.

**Section 24-573. Administration.**

The following provisions apply in the administration of this Article IX:

- (a) *Compliance with all requirements.* Each sign authorized by section XX.XX Article IX shall comply with all applicable requirements of section XX.XX Article IX and all other applicable requirements of this chapter. No sign lawfully erected prior to (date of adoption) shall be altered or moved, except in compliance with the provisions of section 4.15 and all other applicable requirements of this chapter.
- (b) *Noncommercial copy in lieu of commercial copy.* Each sign authorized by section XX.XX Article IX may contain any copy that is noncommercial speech in lieu of, or in addition to, any copy that is commercial speech. Noncommercial speech contained on a permanent sign in connection with commercial speech shall be counted towards the sign size limitations.
- (c) *Severability.* It is hereby declared to be the intention of the Town Council that the sections, subsections, paragraphs, sentences, clauses, and phrases of section XX.XX Article IX are severable. If any section, subsection, paragraph, sentence, clause, or phrase is declared to be unconstitutional or invalid by the valid judgment or decree of a court of competent jurisdiction, the unconstitutionality or invalidity shall not affect any of the remaining sections, subsections, paragraphs, sentences, clauses, and phrases of section XX.XX Article IX. The Town Council further declares its intention that, if any regulations in section XX.XX Article IX pertaining to warning signs, directional signs, address signs, or signs containing copy that is commercial speech are invalidated as being content based and not justified by a compelling governmental interest, the remaining provisions of section XX.XX Article IX remain in full force and effect.

**Sec. 24-574.2. Calculation of sign area.**

Sign area shall be calculated as the area within a single rectangle, triangle, or circle and shall include all letters, figures, graphics or other elements of the ~~sign together with the framework or background of the sign.~~ Double-faced signs (two sign faces back-to-back at not more than a 60-degree angle) shall be counted as one sign.

(Zoning Ord. 2003, § 18.1-908.02)

**Sec. 24-575.3. Signs shall pertain to the property.**

~~Any commercial message carried by permitted signs shall pertain to the business located on the same premises as the sign; or to any otherwise lawful noncommercial message that does not direct attention to a business operated for profit, or to a commodity or service for sale, provided that signs erected on contiguous properties with the same owner may pertain to a business located on any such contiguous property.~~ Billboards and other off-premises signs are prohibited except as expressly permitted by this article.

(Zoning Ord. 2003, § 18.1-908.03)

State law reference(s)—Va. Code § 15.2-2280.

**Sec. 24-576.4. Permit required.**

~~(a) (a)~~ ~~Compliance.~~ No sign, except those qualifying for permit exceptions, shall be constructed, erected, relocated, ~~expanded~~~~expanded~~, or otherwise altered until a sign permit has been obtained from the zoning administrator in accordance with the provisions of this section.

~~(b) (b)~~ ~~Permit exceptions.~~ A permit shall not be required for the following signs, but they shall be subject to all other applicable provisions of this article:

- ~~1. (1)~~ Repainting or refacing an existing sign or minor nonstructural repairs.
- ~~2. (2)~~ Signs specifically excluded from permit requirements.
- ~~3. (3)~~ Signs permitted in all sign districts as outlined in section 24-576.7

(Zoning Ord. 2003, § 18.1-908.04)

**Commented [KK1]:** This may need to be updated once there is final draft.

**Sec. 24-577. Signs exempt from obtaining a sign permit.**

Signs not required to obtain sign permit; subject to all other applicable requirements. Each sign classified in this subsection may be erected, altered, replaced, or relocated without first obtaining a sign permit, provided that it complies with all applicable requirements of this section ~~xx~~ Article IX and the following:

(a) Temporary signs. Temporary signs, which shall be nonilluminated and limited to the following types:

1. When buildings are under construction or sites are under development, signs may be displayed provided that they are removed upon issuance of a certificate of occupancy. The maximum sign area of each such sign shall be 32 square feet.
2. When a property is offered for lease or for sale, signs may be displayed ~~provided that they are removed within five days of the date of closing or within five days of the beginning of the lease.~~
  - a. In the residential sign and mixed use districts, the maximum aggregate sign area shall be four square feet and the maximum height shall be 12 feet.

b. In the commercial and industrial sign district, the maximum aggregate sign area shall be 32 square feet and the maximum height shall be 12 feet.

~~e.-3. When a business in the mixed use or commercial and industrial sign district opens, temporary building-mounted signs and banners shall be permitted, provided that such sign or signs shall not be displayed for more than 30 days. The maximum aggregate sign area shall be 32 square feet.~~

~~d. 4. When a dwelling in a residential sign district is holding a yard sale, signs may be displayed for only 48 hours and only on the property where the yard sale will be held. Maximum aggregate sign area shall be 20 square feet.~~

~~5. Temporary noncommercial signs. Signs that contain exclusively noncommercial speech may be displayed on private property, provided that all such signs shall be removed within 24 hours after the last day of the event to which they pertain. The maximum aggregate sign area shall be 20 square feet for each street frontage.~~

4. For residentially zoned properties or commercially zoned properties used as a residence, temporary signs of up to 20 square feet of aggregate area are allowed.

6. Signs in the commercial or mixed use district, at a permitted and licensed business, that are displayed only when open, is attached to the building, does not impede the right of way or obscure vehicular or pedestrian traffic, and are no larger than 15 square feet. No more than one is allowed per business. Alternatively, sidewalk signs are allowed under the same conditions, with a size limitation of six square feet.

~~7. Special event signs. Signs for special events may be displayed on private property, with the permission of the property owner, provided that all such signs shall be removed within 72 hours after the last day of the event to which they pertain. The maximum aggregate sign area shall be 20 square feet for each street frontage.~~

8. Window signs, Window mounted signs, with commercial speech where there is a commercial use. Aggregate square footage for buildings under 5,000 square feet is 20 square feet and 40 square feet for buildings over 5,000 square feet. Window mounted signs with commercial speech are not allowed in any residential district. No window mounted sign may be larger than the window it is on. Window signs that do not contain commercial speech are not regulated.

(b) Permanent signs.

1. Two ~~One~~ signs at each parking lot entrance with no commercial logo or other message and not exceeding three square feet in area.

2. Nonilluminated names of buildings, dates of erection, monumental citations, commemorative tablets, insignia of local, state, or federal government, and like when carved into stone, concrete or similar material or made of bronze, aluminum or other permanent type construction and made an integral part of a building structure. The maximum size of such sign shall be 32 square feet.

3. Usual and customary signs identifying disabled parking, restrooms, directions, driving instructions or other facilities relating to such places or activities.

4. Signs not visible from adjacent properties or public rights-of-way.

5. Address signs. Address signs or property identification signs that do not exceed four square feet.

6. Advertising vehicles. Advertising vehicles that are:

**Commented [KK2]:** This is 24 hours. Special Event is 72. I would make the removal time the same.

**Commented [KK3]:** Is this true on a commercial building or residential?

**Commented [KK4]:** You have 24 hours on #5. These are really the same thing. I would delete #5. Also do you get 40 square feet if you are on a corner have two street frontages? Just want to make sure I understand.

**Commented [KK5]:** Window signs are under temporary signs and permanent signs. Can 3 feet of my 20 feet be lit? It is a little confusing. Maybe #8 should be "unlit window signs."

**Commented [KK6]:** Is this mounted on the inside or outside of the window??

**Commented [KK7]:** You could also say that no window mounted signs are allowed in a residential district/use.

- a. in operating condition;
  - b. displaying valid license plates;
  - c. displaying an inspection decal that is either valid or has not been expired for more than 60 days;
  - d. used as transportation for the business; and
  - e. parked in an approved parking space or parking area that serves the business, or temporarily parked at another business to actively receive or provide goods or services, such as to load or unload goods, provide on-site services, receive vehicle maintenance and repair, or obtain food for the driver and passengers.
7. Warning signs. Warning signs that do not exceed four square feet.
8. Flags. Flags containing no commercial message are not regulated.
9. Location on right-of-way. Signs installed on VDOT right-of-way under a VDOT permit. The town will only assist in the VDOT permitting process with town-approved banners installed above South Main Street on the existing banner bracket.
10. Community promotionsGovernment signs. Community promotions that do not contain any commercial messages or references and are Signs constructed or displayed on public property under the auspices of a local, state or federal ly-based government agency with an aggregate square footage of 60 square feet.
11. Lit window signs. Within commercial districts, businesses may have up to an aggregate of three square feet of lit signs. Signs may not blink, flash, or changing text or include changeable copy.

**Sec. 24.578. 4.15.7 Signs authorized by special-use permit; off-sitepremises directional signs**

Off premises signs are only allowed by special Use permit, as regulated in Section xi-xxx.

The following signs are authorized by a special-use permit, provided that a sign permit is also obtained for the sign, the sign complies with all applicable requirements of this section and the following:

Off-site directional signs. A proposed off-site directional sign shall satisfy the following:

- 1. Eligibility. The owner shall demonstrate to the satisfaction of the zoning administrator that it has exhausted all possible locations and sign types for an on-site directional sign, and that no on-site directional sign face located at the site entrance would be visible from the street providing direct access to the site entrance within 100 feet of the site entrance.

**Sec. 24.579.575. Sign districts.**

In order to meet the intent of this section, sign districts are hereby created to reflect the character of various areas in the town. These districts are:

- (1) ~~(1)~~ Commercial and industrial sign district. This district is designed to support retail and service businesses in the town's commercial areas. As such, it encompasses all town lands zoned commercial or industrial.
- (2) ~~(2)~~ Mixed use district. This district is designed to support smaller scale retail and service businesses that are consistent with residential development. This district encompasses the central business and transitional zoning districts.

- ~~(3) (3)~~ — *Residential and agricultural sign district.* This district encompasses residential and noncommercial areas to ensure that signage is in keeping with the character of these areas. As such, it includes all town lands not included in the aforementioned sign district.

(Zoning Ord. 2003, § 18.1-908.05)

#### Sec. 24-581. Signs prohibited in all sign districts.

The following types of signs are prohibited in all sign districts:

- (1) Any sign that impedes sight distance for a VDOT owned right-of-way.
- (2) Any sign that obscures a sign display by a public authority for the purpose of giving traffic instructions or directions or other public information.
- (3) Any sign, except official notices and advertisements, that is nailed, tacked, posted or in any other manner attached to any utility pole or structure or supporting wire, cable, or pipe; or to any tree on any street or sidewalk or to public property of any description.
- (4) Any sign that is attached to or mounted on a roof or projects above the plane of the building facade. This shall include decorative roofs such as a mansard roof.
- (5) Portable freestanding signs larger than 24 square feet or displayed for more than 60 days per year.
- (6) Except for time and temperature, no sign shall display flashing or intermittent lights, moving signs, ~~inflatables~~inflatables, or other lights of changing degrees of intensity, ~~brightness~~brightness, or color. The light from any illuminated sign shall not cause direct glare into or upon any building or property other than the building or property to which the sign may be related. Neither the direct nor reflected light from an illuminated sign shall be located so as to create a traffic hazard to operators of motor vehicles on public thoroughfares.
- (7) Off-premises signs, other than those specifically permitted.
- (8) Signs that violate state or federal law. Signs that violate state or federal law, including but not limited to:
  - a. A sign that violates any law of the Commonwealth of Virginia related to outdoor advertising, including but not limited to Virginia Code §§ 33.2-1200 to 33.2-1234, inclusive, and 46.2-831.
  - b. A sign that violates any law of the United States related to the control of outdoor advertising, including but not limited to 23 U.S.C. § 131.
  - c. A sign that violates any state or federal law related to Virginia byways or scenic highways.
- (9) Sign that imitates a traffic sign or signal or a road name sign. A sign that imitates an official traffic sign or signal or a road name sign, or conflicts with traffic safety needs due to its location, color, movement, shape, or illumination.
- (10) Pennants, ribbons, spinners, streamers. Pennants, ribbons, spinners, streamers or similar moving devices, whether or not they are part of a sign.
- (11) Sign that produces sound. A sign that produces sound for the purpose of attracting attention regardless of whether the sign has written copy.
- (12) Sign erected in unsafe location. A sign that is erected in a location so as to be unsafe to vehicular or pedestrian traffic.

Feather or flutter flags are prohibited, except as allowed as a temporary sign, regulated by 24-576 (1).

- (13) (Zoning Ord. 2003, § 18.1-908.10)

**Sec. 24-58277. Signs located in the commercial and industrial sign district.**

The following regulations shall apply in the commercial and industrial sign district:

For residential uses in the commercial and industrial sign district, signs shall be regulated as in the residential and agricultural sign district. For all other uses, the following regulations shall apply:

**(1) (1) Freestanding signs.**

a. a. Number of freestanding signs permitted: One.

b. b. Maximum sign area:

1. 1 40 square feet.

2. 2 For shopping centers of 60,000 square feet or greater of retail space, or single users of 40,000 square feet or greater, 200 square feet total.

c. c. Maximum height: 12 feet, or in the case of subsection (1)b. 1 b.2 of this section, 25 feet.

d. d. Setback: Seven feet.

**(2) (2) Building-mounted signs in the commercial and industrial sign district.**

a. a. Number of building-mounted signs permitted: Up to four on a single building, with a cumulative area of allowable size as listed in subsection (2)b, or one per business in a shopping center.

b. b. Maximum sign area:

1. 1 Mounted flat against the building: 60 square feet.

2. 2 Projecting configuration: 12 square feet.

3. 3 For shopping centers or large users, as defined in subsection (1)b. 1 b.2 of this section, 120 square feet for the center.

4. 4 Restaurants located in a B-2 district are also permitted to have up to 30 square feet of signage in menu boards, that is not counted against their cumulative sign average.

c. Maximum height: All areas of building mounted signs shall be located below the ridge line of a gable roof building or the top of the parapet of a flat-roofed building.

Window mounted signs:

Number of window signs permitted: Up to two on a single building.

Maximum sign area:

For buildings or units under 5,000 square feet: 10 square feet.

For buildings or units over 5,000 square feet: 30 square feet.

(Zoning Ord. 2003, § 18.1-908.07)

**Sec. 24-58378. Signs located in the mixed use district.**

For residential uses in the mixed use district, signs shall be regulated as in the residential and agricultural sign district. For all other uses, the following regulations shall apply:

**(1) (1) Freestanding signs.**

- a. ~~a.~~ Number of freestanding signs permitted: One.
- b. ~~b.~~ Maximum sign area: 20 square feet.
- c. ~~c.~~ Maximum height: Ten feet.
- d. ~~d.~~ Setback: Seven feet.
- e. ~~e.~~ Placement requirement: Freestanding signs in this district shall be placed within a grass or landscaped area of at least 200 square feet.

~~(2) (2)~~ *Building-mounted signs in the mixed use sign district.*

- a. ~~a.~~ Number of building-mounted signs allowed: Up to four on a single building, or one per business in a multi-tenant building.
- b. ~~b.~~ Maximum sign area: 60 square feet.
- c. ~~c.~~ Projecting configuration: 12 square feet.
- d. ~~d.~~ Maximum height: All areas of building-mounted signs shall be located below the ridge line of a gable roof building or at the top of the parapet of a flat-roofed building.

~~Window mounted signs:~~

- ~~Number of window signs permitted: Up to two on a single building.~~
- ~~Maximum sign area:~~
  - ~~For buildings or units under 5,000 square feet: 10 square feet.~~
  - ~~For buildings or units over 5,000 square feet: 30 square feet.~~

~~(Zoning Ord. 2003, § 18.1-908.08)~~

**Sec. 24-584.79. Signs located in the residential and agricultural sign district.**

The following regulations shall apply in the residential and agricultural sign district:

- (1) *Single-family, duplex and townhouse dwelling units.* One building-mounted or freestanding sign, not exceeding two square feet in area for each dwelling unit, indicating only the street address of the property, shall be permitted.
- (2) *Multifamily buildings.* One or more building-mounted signs, not exceeding in the aggregate ten square feet per building, shall be permitted.
- (3) *Subdivisions, apartment or condominium complexes and planned developments.* Freestanding signs, with maximum total area of 24 square feet, shall be permitted. No more than two signs shall be permitted for each street frontage.

(Zoning Ord. 2003, § 18.1-908.09)

**Sec. 24-585. 4.15.18 Sign maintenance.**

Each sign, including the sign structure, shall be maintained at all times in a safe structural condition and in a neat and clean condition, and shall be kept free from defective or missing parts. If the sign is illuminated, all lighting fixtures and sources of illumination shall be maintained in proper working order.

State law reference(s)—Va. Code § 15.2-2280.

**Sec. 24-586. Sign alteration, repair, or removal; when required.**

A sign shall be altered, repaired, or removed in any of the following cases:

- (a) Alteration, repair, or removal; unsafe or endangering condition. If a sign becomes structurally unsafe, as determined by the building official, so as to become a danger to the public health or safety, the zoning administrator may order the owner or lessee of the lot on which the sign is located to alter, repair, or remove the sign within a time period determined by the zoning administrator to be appropriate under the circumstances. If the owner or lessee fails to comply with the order, the zoning administrator may cause the sign to be removed or initiate such other action as may be necessary to compel the alteration, repair, or removal of the sign.
- (b) Removal; unlawful erection of sign. If a sign is erected on private property in violation of this Article IX the zoning administrator shall order the owner or lessee of the lot on which the sign is located to remove the sign within a time period determined by the zoning administrator to be appropriate under the circumstances. If the owner or lessee fails to comply with the order, the zoning administrator may cause the sign to be removed or initiate such other action as may be necessary to compel compliance with the provisions of this Article IX. If a sign is erected on public property, including a public right-of-way in violation of this Article IX, any town employee may immediately remove the sign without prior notice to the owner of the sign.
- ~~(c) Removal of copy on sign face; discontinuance of pertinent use. If the use of a structure or property is discontinued, the copy on each sign face that is commercial speech shall be removed by the owner or lessee of the property on which the sign is located within two years from the date of the discontinuance of the use. If the owner or lessee fails to remove the copy, the zoning administrator may cause the copy to be removed or initiate such other action as may be necessary to compel compliance with the provisions of this Article IX.~~
- (c) Liability for cost of removal by town. If the zoning administrator causes a sign or copy on a sign face to be removed under the provisions of this section, the cost of such removal shall be chargeable to the owner of the sign or the owner or lessee of the lot on which the sign is located.
- (d) Custody and destruction of removed signs. Cardboard and paper signs that have been removed by the town pursuant to this section shall be destroyed upon removal. All other signs which have been removed by the town shall be held for a period of 30 days and may be reclaimed by the sign owner within that time by reimbursing the town for the costs of removal. If such a sign is not reclaimed within the 30-day period, it shall be deemed to have been forfeited by the owner and shall be destroyed.

(§ 4.15.09.4 (part), 12-10-80; 7-8-92; § 4.15.23, Ord. 01-18(3), 5-9-01; § 4.15.19, Ord. 15-18(11), 12-9-15)

State law reference(s)—Va. Code § 15.2-2280.

**Sec. 24-587. Nonconforming signs.**

- (a) A nonconforming sign may continue, subject to the provisions, conditions, and prohibitions set forth herein:
- (b) Alteration of copy. The copy of a nonconforming sign may be altered by refacing the sign.
- (c) Alteration of sign structure. A nonconforming sign shall not be structurally altered; provided that the zoning administrator may authorize a nonconforming sign to be structurally altered so that it is less nonconforming and further provided that each time the nonconforming sign is structurally altered, the sign area and sign height shall be reduced by at least 25 percent of its current area and height until the sign area and the sign height are conforming.

(d) Consolidation. Two or more nonconforming signs on a lot may be consolidated into a single sign; provided that the resulting sign area and sign height shall be reduced by at least 25 percent of its current area and height until the sign area and the sign height are conforming, and further provided that each time the resulting nonconforming sign is thereafter consolidated with another nonconforming sign on the lot, the resulting sign area and sign height shall be reduced by at least 25 percent of its current area and height, until the sign area and the sign height are conforming. A sign resulting from the consolidation of nonconforming signs shall not have greater sign height than any of the signs that were consolidated.

~~Discontinuance of copy on sign face. A nonconforming sign without copy on its sign face for a continuous period of two years shall lose its nonconforming status and be removed by the owner of the lot on which the sign is located.~~

~~Discontinuance of use or structure to which sign pertains. A nonconforming sign containing copy that is commercial speech shall lose its nonconforming status and be removed by the owner of the lot on which the sign is located if the use to which the sign pertains is discontinued for more than two years.~~

(e) Enlargement or extension. A nonconforming sign shall not be enlarged or extended.

(f) Maintenance. A nonconforming sign shall be maintained in good repair and condition.

(g) Relocation. A nonconforming sign shall not be moved to another location on the same lot or to any other lot; provided that the zoning administrator may authorize a nonconforming sign to be moved to a location that is more in compliance with the purpose and intent and the requirements of this section Article IX.

(h) Replacement or restoration. A nonconforming sign may be replaced or restored only as provided below:

1. A nonconforming sign that is destroyed or damaged by the owner of the sign or the owner of the lot on which the sign is located shall not be replaced or restored unless it complies with this Article IX.
2. A nonconforming sign that is destroyed or damaged as a result of factors beyond the control of the owner of the sign and the owner of the lot on which the sign is located, to an extent the destruction or damage exceeds 50 percent of its appraised value, shall not be replaced or restored unless it complies with this Article IX.
3. A nonconforming sign that is destroyed or damaged as a result of factors beyond the control of the owner of the sign and the owner of the lot on which the sign is located, to an extent the destruction or damage is 50 percent or less of the appraised value, may be replaced or restored provided that the replacement or restoration is completed within two years after the date of the destruction or damage, and the sign is not enlarged or extended.

(i) Removal if in unsafe condition. A nonconforming sign declared to be unsafe by a public safety official because of the physical condition of the sign, including an unsafe physical condition arising from the failure of the sign to be maintained, shall be removed.

(j) Registry of nonconforming signs. The owner of any lot on which a nonconforming sign shall, upon notice from the zoning administrator, submit verification within 60 days that the sign was lawfully in existence at the time of adoption of these sign regulations. The zoning administrator shall maintain a registry of such nonconforming signs.

State law reference(s)—Va. Code § 15.2-2280.



## STAFF REPORT SPECIAL USE PERMIT

Susan McCafferty  
Town Council Public Hearing

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### **General Information:**

Processing schedule: The Planning Commission held a public hearing at their September meeting. A public hearing for the October meeting was set at the September meeting for the Town Council.

### **Application Information:**

|                      |                                          |
|----------------------|------------------------------------------|
| Owner and Applicant: | Susan McCafferty                         |
| Requested Action:    | Special Use Permit for bed and breakfast |
| Location:            | 214 Waughs Ferry Road                    |
| Existing Zoning:     | R-1                                      |
| Proposed Zoning:     | R-1 with SUP for bed and breakfast       |
| Existing land uses:  | Residential                              |
| Comp. plan area:     | Residential                              |

### **Summary of Request and Background Information:**

Susan McCafferty has applied for a Special Use Permit for a bed and breakfast in her home. There is an existing apartment in the home that she would like to use for short term rentals. As the Commission remembers, the Town differentiated between 'bed and breakfast' and 'short term rental' based primarily upon the residence of the owner. A bed and breakfast lodging is allowed by SUP, "provided that the owner and family must occupy the residence and own the business, the single-family dwelling appearance be maintained, and adequate off-street parking is provided to the rear of the front setback of the dwelling." A short-term rental has the same process, but allows the owner to live elsewhere and requires additional information from the owner regarding a management plan, floor plan, assurance of insurance, and contact information for the property.

In the past, the Town has been more receptive to uses that were in the bed and breakfast category than ones that were in the short-term rentals. Overall, most citizens believe that if the owner lives on site, the owner will be much more likely to address issues with renters if they arise.

## **Public Notice**

The proposal has been advertised for public hearing for two consecutive weeks, as required by State Code, and adjacent property owners received notice, also as required by Code. The property has been posted with a Town notice. At the Planning Commission meeting, there was one nearby citizen who expressed concern regarding the request, noting that many houses on Waughs Ferry have basement apartments and this could create additional requests in the future and change the nature of the neighborhood.

## **Consistency with the Comprehensive Plan:**

The use is consistent with the long-term plan for the area of residential uses,

## **Consistency with the Zoning Ordinance:**

The proposed use of the subject property is compatible with surrounding zoning and the intent of the district, subject to addressing citizen concerns as well as providing parking and ensuring that the intent of the Ordinance is met regarding the low-density single-family nature of the neighborhood.

## **Citizen Comments:**

One, as noted, at the Planning Commission level.

## **Conclusion:**

The proposed use in this area is in compliance with the Comprehensive Plan.

## **Recommendation:**

The Commission recommended approval to the Council unanimously. They have included the following conditions in their recommendation. These conditions have been accepted by the applicant.

1. The property owner shall live on the property while the short-term rental use is in effect, and shall be in residence on the nights when the property is rented.
2. The bed and breakfast use shall only apply to the basement apartment in the home and to no other areas of the residence.
3. Quiet hours shall be from 10 p.m. to 7 a.m, or consistent with the Town's adopted noise ordinance, should those hours be changed.
4. Occupancy in the rental unit shall be limited to 4 people.
5. Camping, overnight stays in RV's or other motor vehicles is prohibited.

Mayor D. Dwayne Tuggle called a work session of the Amherst Town Council to order on September 9, 2026, at 5:00 P.M., in the Council Chambers of the Town Hall, 174 S. Main Street, Amherst, Virginia.

It was noted that a quorum was present as follows:

|   |                   |   |                     |
|---|-------------------|---|---------------------|
| P | D. Dwayne Tuggle  | P | Kenneth S. Watts    |
| A | Janice N. Wheaton | P | Sonny Sundaramurthy |
| P | Jared S. Martin   | P | Ventris Gibson      |

Also present were the following staff members.

|                  |                  |               |                           |
|------------------|------------------|---------------|---------------------------|
| Sara E. McGuffin | Town Manager     | Vicki K. Hunt | Clerk of Council          |
| Patricia Martin  | Treasurer        | Ryan Watts    | Police Chief              |
| Whitney Wilder   | Deputy Treasurer | Becky Cash    | Water/Wastewater Operator |
| Kelley Kemp      | Town Attorney    |               |                           |

The purpose of the work session was to review and discuss the results of Park Planning Survey #2, which provided citizens with an opportunity to weigh in on the features they would like to see included in Park on Main, as well as to discuss recently adopted cannabis legislation.

Treasurer Martin reported on the results of the second park planning survey. The survey presented 17 park features identified through the first survey and ranked each feature based on the level of interest in including the feature in the park.

Staff recommended, with the concurrence of council, that an open-house-style public meeting be held to provide Town citizens an opportunity to comment on the park features they would or would not like to see included, following which Town Engineer Herbert White could then begin developing a site plan incorporating the priority features to be presented to Council for consideration. The matter was deferred.

Town Attorney Kemp reported on legislation adopted by the General Assembly concerning cannabis and presented options for Council's consideration under its local zoning authority to comply with the new legislation. Following discussion, no action was taken, and the matter was deferred.

There being no further business, at 5:48 p.m. the meeting recessed until September 9, 2026, at 7:00 P.M.

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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 September 9, 2026, at 7:00 P.M., in the Council Chambers of the Town Hall, 174 S. Main Street.

It was noted that a quorum was present as follows:

|   |                   |   |                     |
|---|-------------------|---|---------------------|
| P | D. Dwayne Tuggle  | P | Kenneth S. Watts    |
| A | Janice N. Wheaton | P | Sonny Sundaramurthy |
| P | Jared S. Martin   | P | Ventris Gibson      |

Also present were the following staff members:

|                  |                  |             |                               |
|------------------|------------------|-------------|-------------------------------|
| Sara E. McGuffin | Town Manager     | Ryan Watts  | Police Chief                  |
| Patricia Martin  | Treasurer        | Becky Cash  | Water/Wastewater Operator     |
| Kelley Kemp      | Town Attorney    | Buddy Smith | Plants Maintenance Supervisor |
| Vicki K. Hunt    | Clerk of Council |             |                               |

Recitation of the Pledge of Allegiance was followed by an invocation by Kenneth Watts.

Town Manager McGuffin gave a report on proposed amendments to Town of Amherst Code Chapter 24. Zoning and Subdivisions, which would, if amended, revise Article I § 24-2, Article II §§ 24-74, 75, 76, 77, and 78, Article III § 24-199 and VIII §§ 24-467, 508, 509, 511, 513, and 515. At its meeting on May 6, 2026, the Planning Commission discussed the proposed amendments and made a recommendation of approval to Council. The proposed amendments were discussed by Town Council at its meeting on August 12, 2026, after which Council scheduled a public hearing.

Mayor Tuggle opened a duly advertised public hearing at 7:04 p.m. on proposed revisions to Chapter 24, Zoning and Subdivisions, which would, if approved, make additions and revisions to Articles related to Definitions and Rules of Construction; Procedure for Site Plan Review; Documentation; Developments Subject to a Minor Site Plan Review; Developments Subject to Special Site Plan Review; General Site Plan Review; Classification of Districts; Minimum Yard Requirements; Location of Parking; Size of Parking Spaces; Surfacing; Amount of Off-Street Parking Required; and, Parking Requirements.

June Driskill, a town resident and Chairman of the Planning Commission, came forward to comment on § 24-2, Definitions and Rules of Construction, specifically regarding Outdoor Storage. Ms. Driskill stated that, during its discussions, the Planning Commission had agreed that the final sentence "Screening shall be accomplished as outlined in § 24-695 of the zoning ordinance," should remain in the ordinance. Ms. Driskill requested that Council retain this language in the ordinance or, alternatively, allow the Planning Commission to hold a public hearing on the matter prior to Council's consideration of approval.

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

Mr. Sundaramurthy made a motion, seconded by Mr. Watts, to restore “Screening shall be accomplished as outlined in § 24-695 of the zoning ordinance,” in the proposed new definition of Outdoor Storage § 24-2, Definitions and Rules of Construction, as presented by staff, prior to Council’s consideration of approval of the proposed amendments to Chapter 24, Zoning and Subdivisions.

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

|                   |        |                     |     |  |
|-------------------|--------|---------------------|-----|--|
| D. Dwayne Tuggle  |        | Kenneth S. Watts    | Aye |  |
| Janice N. Wheaton | Absent | Sonny Sundaramurthy | Aye |  |
| Jared S. Martin   | Aye    | Ventris Gibson      | Aye |  |

Mr. Sundaramurthy then made a motion, seconded by Mr. Martin, to approve the proposed amendments to Chapter 24, Zoning and Subdivisions, as amended above and recommended by Planning Commission.

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

|                   |        |                     |     |  |
|-------------------|--------|---------------------|-----|--|
| D. Dwayne Tuggle  |        | Kenneth S. Watts    | Aye |  |
| Janice N. Wheaton | Absent | Sonny Sundaramurthy | Aye |  |
| Jared S. Martin   | Aye    | Ventris Gibson      | Aye |  |

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

Mayor Tuggle opened the floor to citizen comments.

Sandra Kirk Rogers, Town resident, came forward to comment on her application for appointment to the Planning Commission and her willingness to serve on the board.

There being no other individuals listed on the citizen comment sign-in sheet, and no one else requesting to speak, no other public comments were made.

Mr. Sundaramurthy made a motion that was seconded by Ms. Gibson to approve the minutes of the August 12, 2026, regular session, as presented by staff.

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

|                   |        |                     |     |  |
|-------------------|--------|---------------------|-----|--|
| D. Dwayne Tuggle  |        | Kenneth S. Watts    | Aye |  |
| Janice N. Wheaton | Absent | Sonny Sundaramurthy | Aye |  |
| Jared S. Martin   | Aye    | Ventris Gibson      | Aye |  |

Ms. Gibson made a motion that was seconded by Mr. Watts to approve the check registry for the month of August 2026, as presented by staff.

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

|                   |        |                     |     |  |
|-------------------|--------|---------------------|-----|--|
| D. Dwayne Tuggle  |        | Kenneth S. Watts    | Aye |  |
| Janice N. Wheaton | Absent | Sonny Sundaramurthy | Aye |  |
| Jared S. Martin   | Aye    | Ventris Gibson      | Aye |  |

Town Manager McGuffin provided an update on the draft Operations and Maintenance Plan prepared by W/W Associates. An approved permit received from the Virginia Department of Environmental Quality (DEQ) requires the Town of Amherst to develop a Monitoring and Operations Plan and submit it to DEQ for review and approval within 180 days of permit issuance. No action was required by Council.

Town Manager McGuffin gave an update on water withdrawal status and conservation and production efforts that have been pursued to ensure the Town's water supply through the drought. Staff will continue to monitor the Buffalo River and purchase water from the Amherst County Service Authority as necessary to get tanks back to a full level.

Treasurer Martin presented a report on the FY 2027–2028 Budget and Capital Improvement Calendar. Staff requested that Council adopt the calendar for the FY 2028 budget process.

Mr. Watts made a motion, seconded by Ms. Gibson, to approve the FY 2027–2028 Budget and Capital Improvement Calendar, as recommended by staff.

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

|                   |        |                     |     |  |
|-------------------|--------|---------------------|-----|--|
| D. Dwayne Tuggle  |        | Kenneth S. Watts    | Aye |  |
| Janice N. Wheaton | Absent | Sonny Sundaramurthy | Aye |  |
| Jared S. Martin   | Aye    | Ventris Gibson      | Aye |  |

Town Manager McGuffin provided a report on a potential agreement between the Town of Amherst and First Security Municipal Advisors, Inc., doing business as Crews Municipal Advisors. The agreement would assist the Town in updating its financial policies, identifying weaknesses in budgeting and financial planning, and providing advice regarding Town investments. The proposed agreement would be for a three-year term at an annual cost of \$15,000.00.

Following discussion, by consensus, Town Manager McGuffin was directed to inquire whether the agreement could be structured for a one-year term. There being no further action consideration of the agreement was deferred.

Town Manager McGuffin presented a report on an application for a Special Use Permit submitted by Susan McCafferty to operate a bed-and-breakfast at 214 Waughs Ferry Road in the Town of Amherst. Staff requested that the Council set a public hearing on the application for the October 14, 2026, meeting.

Mr. Watts made a motion, seconded by Ms. McGuffin, to set a public hearing on the application for the Town Council October 14, 2026, meeting, as recommended by staff.

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

|                   |        |                     |     |  |
|-------------------|--------|---------------------|-----|--|
| D. Dwayne Tuggle  |        | Kenneth S. Watts    | Aye |  |
| Janice N. Wheaton | Absent | Sonny Sundaramurthy | Aye |  |
| Jared S. Martin   | Aye    | Ventris Gibson      | Aye |  |

Town Manager McGuffin gave a report on vacancies on various Town boards. Staff presented three applications for the existing vacancy on the Planning Commission.

Mr. Watts made a motion, seconded by Ms. Gibson, to approve the appointment of Janice Wheaton to the Planning Commission as a citizen member, effective immediately following the expiration of her existing term as the Town Council representative on the Planning Commission on December 31, 2026.

After discussion, the motion resulted in a 2-2 tie vote, as follows:

|                   |        |                     |     |  |
|-------------------|--------|---------------------|-----|--|
| D. Dwayne Tuggle  |        | Kenneth S. Watts    | Aye |  |
| Janice N. Wheaton | Absent | Sonny Sundaramurthy | Nay |  |
| Jared S. Martin   | Nay    | Ventris Gibson      | Aye |  |

Prior to Mayor Tuggle casting the tie-breaking vote, Mr. Sundaramurthy raised a Point of Order, which was allowed by Mayor Tuggle, regarding whether, under the Town's Charter or State Code, a member of the Planning Commission currently serving as a representative of Town Council may be appointed to fill an existing vacancy as a citizen member, with the term to commence at the expiration of that current member's term on December 31, 2026.

Following discussion, Mr. Watts withdrew his motion for appointment of Janice Wheaton, which was allowed by Mayor Tuggle. By consensus, Town Attorney Kemp was directed to research whether the term of an appointment to fill an existing vacancy on a board could be deferred, essentially leaving an empty seat on the board, until the appointee's current term on the same board as a Town Council representative expires. The matter was deferred to the October 14, 2026, meeting for further consideration.

Mayor Tuggle opened the floor to citizen comments.

Angela Sundaramurthy, a Town resident, came forward to comment on remarks previously made by a member of Town Council that she considered inappropriate.

There being no other individuals listed on the citizen comment sign-in sheet, and no one else requesting to speak, no public comments were made.

There being no further business, on motion of Mr. Sundaramurthy and seconded by Mr. Martin, the meeting adjourned at 7:43 p.m., until October 14, 2026, at 7:00 p.m.

The motion carried 4-0 as follows:

|                  |  |                  |     |  |
|------------------|--|------------------|-----|--|
| D. Dwayne Tuggle |  | Kenneth S. Watts | Aye |  |
|------------------|--|------------------|-----|--|

|                   |        |                     |     |  |
|-------------------|--------|---------------------|-----|--|
| Janice N. Wheaton | Absent | Sonny Sundaramurthy | Aye |  |
| Jared S. Martin   | Aye    | Ventris Gibson      | Aye |  |

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D. Dwayne Tuggle, Mayor

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

FOR APPROVAL



**MOTION:** Sonny Sundaramurthy  
**SECOND:** Kenneth Watts

Regular Meeting  
September 9, 2026  
Ord. No. 260909

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

**AN ORDINANCE AMENDING THE TOWN OF AMHERST CODE OF ORDINANCES TO AMEND PROVISIONS TO CHAPTER 24 – ZONING AND SUBDIVISIONS TO INCLUDE DEFINITIONS AND RULES OF CONSTRUCTION; PROCEDURE FOR SITE PLAN REVIEW, DOCUMENTATION, DEVELOPMENTS SUBJECT TO A MINOR SITE PLAN REVIEW, DEVELOPMENTS SUBJECT TO SPECIAL SITE PLAN REVIEW, GENERAL SITE PLAN REVIEW, CLASSIFICATION OF DISTRICTS, MINIMUM YARD REQUIREMENTS, LOCATION OF PARKING, SIZE OF PARKING SPACES, SURFACING, AMOUNT OF OFF-STREET PARKING REQUIRED, AND PARKING REQUIREMENTS.**

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

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

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

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

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

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

## Sec. 24-2. Definitions and rules of construction.

- (a) *Generally.* Except as otherwise provided herein, all words shall have the customary dictionary meaning. The present tense includes the future tense. The singular number includes the plural and the plural includes the singular. The masculine gender includes the feminine and neuter genders. The term "person" includes a firm, corporation, association, organization, trust or partnership. The term "lot" includes plot or parcel. The term "building" includes structure. The term "shall" is always mandatory. The term "used" or "occupied," as applied to any land or building, shall be construed to include the terms intended, arranged, or designed to be used or occupied.
- (b) *Specific definitions.* The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

*Accessory building, use or structure* means a building, use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure. Examples of accessory uses are private garages, storage sheds, playhouses and swimming pools and satellite dish antennas.

*Abutting* means a lot or parcel of land that shares a common boundary with another lot or parcel of land.

*Administrator, zoning,* means the town manager or his designee who is charged with the enforcement of this chapter.

*Adjacent* means a lot or parcel of land that is next to, but not necessarily abutting, another lot or parcel. This includes lots or parcels that may be separated by a street or alley.

*Adjoining* means an abutting lot or parcel of land.

*Alley* means a passage or way open to the public or for private travel, generally affording a secondary vehicular access to abutting lots or upon which service entrances or buildings abut, and not intended for general traffic.

*Animal hospital.* See *Veterinary hospital.*

*Antique and gift shop* means a commercial establishment which is used primarily for the indoor display and retail sale of merchandise, primarily furniture, silverware, glassware and other curios and collectibles, the value of which is derived from age, rarity and materials of such items and/or the workmanship of a particular historic period; flea markets and furniture stores shall not be included.

*Apartment* means a unit in a multifamily dwelling for a single family in which separate access to the outside is usually not provided, and in which the major orientation of the unit is horizontal rather than vertical; or any condominium unit of similar physical character, appearance and structure.

*Automobile graveyard* means any lot or place, or part thereof, which is exposed to the weather and upon which more than five motor vehicles of any kind incapable of being operated, and which it would not be economically practical to make operative, are placed, located or found.

*Automobile service station* means any area of land, including structures thereon, used for the retail sale of gasoline or oil, automobile accessories, and incidental services including facilities for lubricating, hand washing and cleaning, or otherwise servicing automobiles, but excluding painting, major repair, or automatic washing.

*Base map* means a document on which property lines are depicted to the most accurate scale available.

*Bed and breakfast lodging* means a single-family dwelling containing sleeping and breakfast accommodations as an accessory use to the principal use. Such lodging shall have no more than five room accommodations for transient persons and wherein a charge is normally paid for such accommodations.

*Board of appeals.* The town board of zoning appeals as established under this chapter.

*Buffering or screening* means any device or natural growth, or a combination thereof which shall serve as a barrier to vision or noise between adjoining properties wherever required by this chapter. Whenever used for screening or buffering purposes, the term "natural growth" shall be taken to mean evergreen trees, bushes and shrubbery.

*Buildable area* means the area of a lot remaining after required yards, open spaces, parking, loading and access areas have been provided.

*Building* means any structure designed or intended for support, enclosure, shelter, or protection of persons, animals, chattels or property.

*Building, height of,* means the vertical distance measured from the level of approved street grade opposite the middle of the front of the building to the highest point of roof surface of a flat roof; to the deck line of a mansard roof; and to the mean height level between eaves and ridge of a gable, hip or gambrel roof; in the case of a building set back from the street line 35 feet or more, the building height is measured from the average elevation of finished ground surface along the front of the building; and on corner lots exceeding 20,000 square feet in area, the height of the building may be measured from either adjoining curb grade.

*Building inspector* means the duly appointed building official responsible for enforcing the provisions of the Uniform Statewide Building Code within the town or his designated representative or agent.

*Building, main,* means a building in which is conducted the main or principal use of the lot on which said building is situated.

*Building permit* means a permit which is issued by the building inspector before a building or structure is started, improved, enlarged or altered as proof that such action is in compliance with the county building code.

*Bulk storage* means aboveground storage of liquid in excess of 1,500 gallons.

*Cemetery* means any land or structure used or intended to be used for the interment of human remains. The sprinkling of ashes or their burial in a biodegradable container on church grounds or their placement in a columbarium on church property shall not constitute the creation of a cemetery.

State law reference(s)—Mandatory provisions, Code of Virginia, §§ 15.2-2288.5, 54.1-2310.

*Childcare center* means a facility operated for the purpose of providing care, protection and guidance to a group of children separated from their parents or guardians during part of the day only, and meeting the licensing requirements for childcare centers of Code of Virginia, title 22.1, ch. 14.1, art. 3 (Code of Virginia, § 22.1-289.10 et seq.), as amended.

*Circuit court* means the Circuit Court of Amherst County, Virginia.

*Club, private*, means an establishment operated for the social, education, or recreation benefit of the members thereof, in which no enterprise is conducted, except for the convenience of the members thereof and their guests.

*Commercial* means a wholesale, retail, or service business activity established to carry on trade for a profit.

*Commission* means the planning commission of the town.

*Condominium* means a single unit in a multiple unit residential or commercial structure that is offered for sale and shall be part of a condominium project with general common elements as defined in Code of Virginia, § 55.1-2000, as amended.

*County* means Amherst County, Virginia.

*Craft brewery* means a facility that produces and distributes beer or other fermented malt beverages in quantities not exceeding 15,000 barrels (15,000 BBL) per year and at which beer, ale or other fermented beverages are served to customers for on-premises or off-premises consumption and at which food may be served.

*Craft distillery* means a facility that produces and distributes spirits, as defined in the Alcoholic Beverage Control Act, in quantities not exceeding 36,000 gallons of alcoholic beverages other than wine or beer per calendar year and at which such spirits produced at such facility are served to customers for on-premises or off-premises consumption and at which food may be served.

*Cul-de-sac* means a street with only one outlet terminating in a circular turning area.

*Dance hall* means a building open to the general public for purpose of providing a place for dancing and where an admission is charged for the purpose of making a profit, except when sponsored by civic, charitable or nonprofit groups.

*Development* means a tract of land developed or to be developed as a unit under single ownership of unified control which is to be used for any business or industrial purpose or is to contain five or more residential dwelling units.

*District* means a section or area of the town within which the zoning regulations are uniform.

*Domestic use* means normal family or household use of water, including drinking, laundering, bathing, cooking, heating, cleaning and flushing toilets.

*Drainfield space* means an area set aside and dedicated for use in the absorption and evaporation of fluid from an initial and/or existing on-site sewerage system.

*Dwelling* means any building or portion thereof which is designed for or used for residential purposes.

*Dwelling, multifamily*, means a building designed for or occupied exclusively by three or more families living independently of each other in three or more dwelling units; the term "multifamily dwelling" includes condominiums of similar physical appearance, character and structure.

*Dwelling, semi-detached*, means a residential unit on its own individual lot attached to one, and only one, other residential unit which is separated from the other unit by a common vertical wall with no openings.

*Dwelling, single-family*, means a building designed for and occupied exclusively by one family in a single dwelling unit.

*Dwelling, two-family (duplex)*, means a building designed for or occupied exclusively by two families living independently of each other in two dwelling units.

*Dwelling unit* means one or more rooms in a residential building or in a mixed building which are arranged, designed, used or intended for use by one family, and which include lawful cooking space and lawful sanitary facilities reserved for the occupants thereof.

*Easement* means a grant by a property owner of the use of land for a specific purpose or purposes by the general public, a corporation, or a certain person.

*Emergency services* means emergency services include fire, police, rescue squads and other similar activities.

*Engineer* means a person designated as a licensed professional engineer by the Commonwealth of Virginia.

*Family*, except as provided in Code of Virginia, §§ 15.2-2292—15.2-2292.1, means one or more persons occupying a single dwelling unit, provided that, unless all members are related by blood or marriage, no such family shall contain more than five persons, but further provided that domestic servants employed on the premises may be housed on the premises without being counted as a family.

*Flood* means a general temporary inundation of lands not normally covered by water that are used or usable by man. Concurrent mudslides shall be deemed to be included in this definition.

*Flood hazard areas* means the maximum area of the floodplain which is likely to be flooded once every 100 years or for which mudslides can be reasonably anticipated.

*Flood, 100-year*, means a flood that, on the average, is likely to occur once every 100 years; that has one percent chance of occurring each year, although the flood may occur in any year.

*Floodplain* means an area, usually a relatively flat or low land area adjoining a river, stream, or watercourse which is subject to partial or complete inundation; or an area subject to the unusual and rapid accumulation or runoff of surface waters from any source.

*Floodproofing* means a combination of structural provisions, changes or adjustments to properties and structures subject to flooding required for new construction in the floodway by the county building code.

*Floodway* means the channel of a stream or other watercourse and the adjacent land areas required to carry and discharge the waters of the 100-year flood.

*Floor area* means the sum of the gross areas of the several floors of a building or buildings measured from the exterior faces of exterior walls or from the center lines of walls separating two buildings.

(1) In particular, floor area includes:

- a. Basement space, except such space in a basement which has at least one-third of its height below curb level, and which is located in a residential building with not more than two stories entirely above curb level;
- b. Elevator shafts or stairwells at each floor;
- c. Floor space in penthouse;
- d. Attic space (whether or not a floor has been laid) providing structural headroom of eight feet or more;
- e. Floor space in interior balconies or mezzanines;
- f. Floor space in open or roofed terraces, exterior balconies, breezeways, or porches, if more than 50 percent of the perimeter of such terrace, balcony, breezeway, or porch is enclosed;
- g. Any other floor space used for dwelling purposes, no matter where located within a building, when not specifically excluded;
- h. Floor space in accessory buildings except for floor space used for accessory off-street parking.

(2) Floor area of a building shall not include:

- a. Cellar space, except that cellar space used for retailing shall be included for the purpose of calculating requirements for accessory off-street parking spaces and accessory off-street loading berths;
- b. Elevator or stair bulkheads, accessory water tanks, or cooling towers;
- c. Uncovered steps;
- d. Attic space, whether or not a floor actually has been laid, providing structural headroom of less than eight feet;
- e. Floor space in open or roofed terraces, exterior balconies, breezeways, or porches, provided that not more than 50 percent of the perimeter of such terrace, balcony, breezeway, or porch is enclosed;
- f. Unenclosed floor space used for permitted or required accessory off-street parking spaces;
- g. Floor space used for accessory off-street loading berths;
- h. Floor space used for mechanical equipment.

*Garage, private*, means an accessory structure, or a portion of the main building, designed for the storage of automobiles owned and used by the occupants of the main building.

*Garage, public*, means a building or portion thereof, other than a private garage, designed or used for storing motor driven vehicles.

*Gardening* means any use of land unenclosed except for fencing for the raising of grass, flowers, vegetables, crops, trees, or other botanical objects of natural growth, but not including accessory structures used for the same purpose.

*Gas* means natural gas formed beneath the surface of the earth, including any gas or vapor, or both gas and vapor, indigenous to an oil stratum and produced from such stratum with oil, obtained from gas or combination wells regardless of its chemical analysis.

*General convenience store* means a single store, the ground floor area of which is 4,000 square feet or less and which offers for sale primarily most of the following articles: bread, milk, cheese, canned and bottled foods and drinks, tobacco products, candy, papers and magazines, and general hardware articles. Gasoline may also be offered for sale but only as a secondary activity of a country general store and no more than four gasoline and/or diesel dispensers shall be permitted, subject to the restrictions in section 24-473(d) and (e).

*Greenhouse* means a structure for the raising of plants or flowers indoors for private or retail purposes.

*Grocery store* means a single store building with a ground floor area of not more than 10,000 square feet which primarily offers for sale food to be prepared and consumed off the premises.

*Hazardous waste* means solid or liquid waste which, because of concentration, quantity, physical, chemical or infectious characteristics may:

- (1) Cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating illness; or
- (2) Pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of or otherwise managed.

*Health department* means the county health department or its designated agent or representative.

*Home occupation* means an accessory use of a dwelling unit, located either in the main building or an accessory building, for financial gain or support involving the manufacture, provision, or sale of goods and/or services which is clearly incidental to or secondary to the residential use of a dwelling unit.

*Highway, primary* means all state highways in the state highway system so designated by the state highway and transportation commission (board) under requirements of Code of Virginia, § 33.2-214, as amended.

*Highway, secondary*, means all roads of the Commonwealth of Virginia not currently in the primary system of state highways.

*Hospital* means and includes sanatorium, preventorium, clinic or rest home, and is deemed to mean a place for the treatment of human disorders and ailments; an institution providing health services for inpatient medical or surgical care, care of sick or injured, and related laboratories, offices, and outpatient facilities and services.

*Industrialized building* means a combination of one or more sections or modules, subject to state regulations and including the necessary electrical, plumbing, heating, ventilating and other service systems, manufactured off-site and transported to the point of use for installation or

erection, with or without other specified components, to comprise a finished building. Manufactured homes, defined in Code of Virginia, § 36-85.3, as amended and certified under the provisions of the National Manufactured Housing Construction and Safety Standards Act, shall not be considered industrialized buildings for the purposes of this chapter.

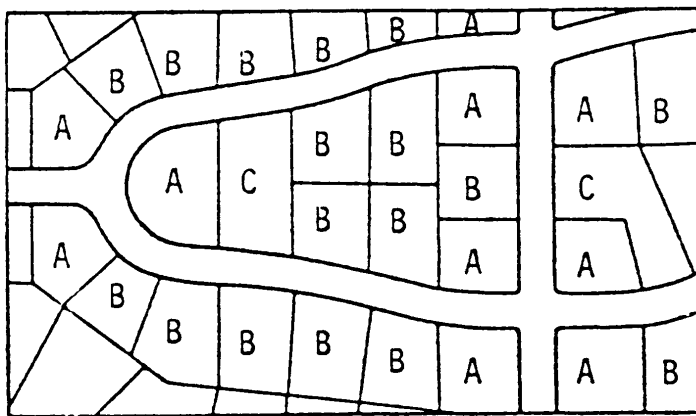
*Jail* means any institution operated by or under authority of any local, regional, state or federal governmental authority whether obtained by purchase, lease, construction, reconstruction, restoration, conversion, improvement, alteration, repair or other means or any physical betterment or improvement relating to the housing of inmates. The term "jail" includes prisons and correctional facilities.

*Junk* means old or scrap copper, brass, rope, rags, batteries, paper, trash, rubber, debris, waste; or junked, dismantled or wrecked automobiles, or parts thereof; iron, steel and other old or scrap ferrous or nonferrous material.

*Kennel* means any location where raising, grooming, caring for or boarding of dogs, cats or other small animals for commercial purposes is carried on. Outdoor runs properly screened are included.

*Lot* means a measured portion or parcel of land separated from other portions or parcels by description in a site plan or a recorded plat, or by metes and bounds, intended to be a unit for the purpose, whether immediate or future, of transfer of ownership or of development or separate use. The term "lot" applies to units of land whether in a subdivision or a development.

**This illustrates the basic types of lots.**



- A = Corner lot**
- B = Interior lot**
- C = Through (or double frontage) lot**

**Figure 1**

*Lot of record* means a lot or parcel of land whose existence, location and dimensions have been legally recorded in the office of the clerk of the circuit court on May 14, 2003.

*Lot, corner*, means a lot located at the intersection of two or more streets. A lot abutting on a curved street or streets shall be considered a corner lot if straight lines drawn from the foremost points of the side lot lines to the foremost point of the lot meet at an interior angle of less than 135 degrees. (Item A in Figure 1.)

*Lot coverage* means the ratio of the horizontally projected area of the main and accessory buildings on a lot to the total area of the lot, except where otherwise defined herein.

*Lot frontage width* means the distance between side property lot lines measured at the front lot line.

*Lot, interior,* means a lot other than a corner lot with only one frontage on a street. (Item B in Figure 1.)

*Lot line (property line)* means the boundary of a lot.

*Lot, through,* means a lot other than a corner lot with frontage on more than one street. Through lots abutting two streets may be referred to as double frontage lots. (Item C in Figure 1.)

*Lot width* means the average horizontal distance between side property lot lines.

*Manufacture and/or manufacturing* means the processing and/or converting of raw, unfinished materials or products or either of them into articles or substances of different character or for use for a different purpose.

*Manufactured home* means a structure subject to federal regulation, which is transportable in one or more sections; is eight body feet or more in width and 40 body feet or more in length in the travelling mode, or is 320 or more square feet when erected on site; is built on a permanent chassis; is designed to be used as a single-family dwelling, with or without a permanent foundation, when connected to the required utilities; and includes the plumbing, heating, air-conditioning, and electrical systems contained in the structure.

*Manufactured home park* means any site, lot, or tract of land which contains spaces for parking two or more mobile, manufactured, or modular homes or any combination thereof.

*Mixed use development* means property that incorporates two or more different uses, and may include a variety of housing types, within a single development.

*Mobile home* means a factory-assembled structure or structures equipped with the necessary service connections and made to be readily moveable as a unit or units on its (their) own running gear and designed to be used as a dwelling unit without a permanent foundation and built before 1976. (See also *manufactured home*, *modular home*, and *industrialized building*.) This unit does not meet the requirements of the council of American Building Officials (CABO) or the uniform statewide building code Use Group R-4. The phrase "without a permanent foundation" indicates that the support system is constructed with the intent that the manufactured home placed thereon will be moved from time to time at the convenience of the owner. Mobile homes are allowed only in manufactured home parks.

*Modular home* means a structure constructed to meet the state requirements of an industrialized building, uniform statewide building code Use Group R-4, and Council of American Building Officials (not a mobile home or manufactured home). As such, a modular home shall be considered the equivalent of a residence built on-site for the purposes of this chapter.

*Motel* means a building or a group of buildings containing sleeping accommodations for rental primarily to automobile transients and in which ingress and egress to and from each sleeping room is generally to the outside of the building.

*Natural resource* means and includes soil, sand, gravel, stone or other mineral (other than oil and gas) naturally formed on or beneath the surface of the earth.

*Nonconforming lot* means an otherwise legally platted lot that does not conform to the minimum area or width requirements of this chapter for the district in which it is located, whether on June 2, 2003, or as a result of subsequent amendments to this chapter.

*Nonconforming structure* means an otherwise legal building or structure that does not conform with the lot area, yard, height, lot coverage, or other area regulations of this chapter, or is designed or intended for a use that does not conform to the use regulations of this chapter, for the district in which it is located, either at the effective date of the ordinance from which this chapter is derived or as a result of subsequent amendments of the ordinance from which this chapter is derived.

*Nonconforming use* means the otherwise legal use of a building or of a tract of land that does not conform to the use regulations of the ordinance from which this chapter is derived for the district in which it is located, either at the effective date of the ordinance from which this chapter is derived or as a result of subsequent amendments to the ordinance from which this chapter is derived.

*Non-public water system* means a water system which, as a general rule, does not provide water to the public for drinking or does not meet the requirements for a public water system; or a well used for obtaining water for drinking or domestic use located on an individual lot for the purpose of serving the main dwelling on said lot, with any new well to be at least a Class III-A drilled well as approved by the health department.

*Normal pool elevation* means the height, above sea level, of the water held in any reservoir as it begins to overflow its spillway structure.

*Nursing home* means an establishment that provides long-term care services, as defined in Code of Virginia, § 51.5-134, to older persons who reside in such establishment.

*Oil* means a liquid substance known as crude petroleum oil or petroleum.

*On-site sewage system* means a sewage system designed not to result in a point source discharge, including individual septic tanks used by the main dwelling on an individual lot, and approved by the health department.

*Open space* means a yard area which is not used for or occupied by a driveway, off-street parking, loading space, refuse storage space.

*Outdoor display* means ~~[a] the outdoor outdoor~~ display of goods or equipment for sale or rent ~~outside of a business. Where goods are typically those that are outdoor in nature, such as automobiles, trailers farm equipment, outdoor display is permitted without limitation as governed by the zoning district. Where the goods are typically inside, a small display of goods may be outside of the building, limited to no more than 20 square feet of area so long as the display is not in any required area, such as parking, setbacks, public rights of way outside of a legally permitted and licensed business. Items cannot impede any required space or right of way. The amount of outdoor display of goods typically displayed inside cannot exceed 5% of the square footage of the indoor business space.~~

*Outdoor storage* means the outdoor storage of raw materials, goods or equipment that is not currently on display for sale or rent, ~~as allowed in the applicable zoning district, shall be screened~~

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

*Owner* means any person, agent, firm or corporation having a legal or equitable interest in the property.

*Permanent tributary* means any perennial, intermittent stream, including lakes or ponds, which provides natural drainage to a larger body of water, as officially indicated on U.S. Geological Survey topographic maps.

*Permitted use* means a use of the land which is allowed by right in the zoning district in which the land is situated.

*Plat* means the schematic representation of land divided or to be divided.

*Prescriptive easement* means an easement granted to the state department of transportation for the construction and maintenance of public roads owned by said department.

*Preserved area* means an area containing sensitive lands with features such as steep slopes, stream bottoms, critical viewshed, established trees or other vegetation or public ownership where the town council has determined that such features are worthy of preservation by the inclusion of such in the comprehensive plan. No clearing or grading is allowed in a preserved area prior to specific approval by the town council or planning commission of a rezoning, special use permit or site plan. The minimum of clearing and grading necessary for sanitary sewer mains and other uses may be allowed provided that the approving authority has adequate assurances that appropriate vegetation will be reestablished. For the purposes of this definition, active management of a preserved area in the form of cutting grass or noxious weeds, clearing underbrush, maintaining trees or similar activities shall not be considered clearing or grading.

*Professional office* means an office for the conduct of a professional use by persons generally engaged in rendering personal, executive, sales or administrative services or activities, including law, medicine, theology, architecture, accounting, engineering, insurance, real estate, stockbrokers, and administrative agencies considered professional in character. Characteristics of a professional office include desks, telephone and computer equipment, filing cabinets, and conference rooms and display areas. The term "professional office," however, does not include repairs or sales of tangible personal property stored or located within the structure nor any use which would create any loud noises or noxious odors, storage of salable materials, construction equipment or construction materials.

*Proffer* means an offer or proposal to which the property owner, or his agents, commits himself as additional requirements or restrictions on his property.

*Public building* means a building owned or leased and occupied and used by an agency or political subdivision of the United States of America, the Commonwealth of Virginia, or Amherst County.

*Public sewerage system* means a sewerage system owned and operated by the town; or any sewerage system resulting in a point source discharge and approved by the health department.

*Public utilities* means public service structures such as power plant substations; water lines, treatment plants or pumping stations, sewage disposal systems and treatment plants; or such

similar operations publicly or privately owned furnishing electricity, gas rail transport, communication or related services to the general public.

*Public water supply agency* means the administrative organization, department or agency which manages the daily and long-term activities of public water system.

*Public water system* means a water system owned and operated by the town or any water system for drinking or domestic use, approved by the health department, that generally has at least 15 connections or an average of 25 individuals for at least 60 days out of the year.

*Ramada* means a structure erected over a mobile home for the purpose of providing shade or shelter.

*Residential facility* means as provided in Code of Virginia, § 15.2-2291.

*Reserve drainfield space* means an area set aside and dedicated for future use in the absorption and evaporation of fluid from an on-site sewerage system.

*Reservoir* means any impoundment of water, owned, operated or controlled by a public water supply agency to provide drinking water to citizens of their community at the present or in the future.

*Resident engineer* means the resident engineer for the town, employed by the state department of transportation, or his designated agent.

*Residential use* means a building or part of a building containing dwelling units or rooming units, including single-family or two-family houses, multiple-family dwellings, mobile homes, boardinghouses or roominghouses, dormitories, fraternity or sorority houses or apartment hotels; but not including monasteries, convents, transient accommodations, such as hotels, motels, tourist cabins, or travel trailer parks, or that part of a mixed building used for any nonresidential use, except accessory to residential uses.

*Restaurant* means any building in which, for compensation, food or beverage are dispensed to persons not residing on the premises including, among other establishments, cafes, delicatessens, refreshment stands, or drive-in facilities.

*Retail stores and shops* means buildings for display and sale of merchandise at retail or for the rendering of personal services (but specifically exclusive of coal, wood, and lumber yards) such as the following which will serve as illustration only and are not to be considered exclusive: drug store, newsstand, food store, candy shop, milk, dispensary, dry goods and notions store, antique store and gift shop, hardware store, household appliance store, furniture store, florist, optician, music and radio store, tailor shop, barber shop, and beauty shop.

*Right-of-way* means access over or across particularly described property for a specific purpose.

*Right-of-way line* means the dividing line between a lot, tract, or parcel of land and a contiguous street, railroad, or public utility right-of-way.

*Right-of-way, state owned*, means the right-of-way owned outright by the state department of transportation on which public roads are constructed and maintained.

*Satellite dish antenna* means an accessory use that is a combination of:

- (1) Antenna or dish antenna whose purpose is to receive communication or other signals from orbiting satellites or other extraterrestrial sources;
- (2) A low noise amplifier (LNA) which is situated at the focal point of the receiving component and whose purpose is to magnify and transfer signals; and
- (3) A coaxial cable whose purpose is to carry the signals to the exterior of the building.

*Schools* means an institution providing full-time instruction and including accessory facilities traditionally associated with a program of study which meets the requirements of the laws of the state. School support facilities shall not be included.

*School support facilities* means facilities which are required to maintain efficient operation of a school or school system but which are not directly related to the academic program of study and which may be characterized by potential nuisance factors such as fuel storage, noise, or vibration. Such supportive facilities include school system administrative offices, maintenance shops, storage warehouses, vehicle storage lots and the like.

*Setback line* means a line parallel to a street and extending the full width of the lot for a specified distance at all points from the street right-of-way line, and thus defining an area in which no building or structures or portions thereof may be constructed.

*Shopping center* means a group of commercial establishments, planned and developed as a unit, with common off-street parking provided on the property, located on a parcel of land ten or more acres in size.

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

*Sign* means any words, lettering, parts of letters, figures, numerals, phrases, sentences, emblems, devices, designs, trade name or marks, or combinations thereof, by which anything is made known, such as the designation of an individual, a firm, an association, a profession, a public business, a commodity, or product, which are visible from any public way and used as an outdoor display.

*Sign area* means the smallest square, rectangle, triangle, circle, or combination thereof, encompassing the entire advertising area, excluding architectural trim and structural supports.

*Sign, commercial*, means a sign informing or advertising products or activities for sale or profit.

*Sign, directional*, means a sign indicating only the name and direction to a business, farm or activity.

*Sign, on-site*, means a sign relating to its subject matter to the premises on which it is located, or to products, accommodations, services, or activities on the premises. On-site signs do not include signs erected by the outdoor advertising industry in the conduct of the outdoor advertising business.

*Sign, off-site*, means a sign, either free standing or attached to a building, for the purpose of conveying information, knowledge, or ideas to the public about a subject not specific to the premises upon which it is located.

*Sign, outdoor advertising*, means a structural poster panel or painted sign, either free standing or attached to a building, for the purpose of conveying information, knowledge, or ideas to the public about a subject unrelated to the premises upon which it is located.

*Sign, temporary*, means any sign, banner, pennant, valance, or advertising display constructed of cloth, canvas, light fabric, cardboard, wallboard, or other materials with or without frames intended to be displayed for a period of not more than 60 consecutive days.

*Special use* means a use of the land which may be allowed in a zoning district in which the land is situated subject to the approval of the town council, after a public hearing thereon.

*Special use permit* means a legislative enactment by the town council authorizing (often with conditions) a special use on a particular lot or lots. The term "zoning certificate for a special use" refers to a special use permit.

*Street* means a strip of land comprising the entire area within the right-of-way intended for possible use as a means of vehicular and pedestrian circulation to provide access to more than one lot. The term "street" includes road, thoroughfare, parkway, avenue, lane, boulevard, expressway, highway (except as herein defined), place, thoroughway, square, alley, or however designated with the above-mentioned right-of-way.

*Street centerline* means a line generally parallel to the right-of-way lines that equally divide the street right-of-way.

*Street, half*, means a street that does not meet the minimum right-of-way width requirements set forth or referenced in this chapter.

*Street, private*, means any road, street, highway or other means of vehicular access to a parcel of land not maintained by the state department of transportation (or any other public agency) regardless of ownership.

*Street, public*, means a strip of land comprising the entire area within the right-of-way intended for public use as a means of vehicular and pedestrian circulation to provide access to more than one lot and which is presently a portion of the state department transportation's street and road system, or is a proposed addition to the state department of transportation's street and road system in which case the improvement of which shall meet the construction standards of the state department of transportation.

*Structure* means anything constructed or erected, the use of which requires a location on the ground, or attached to something having a location on the ground.

*Subdivider* means any person owning a tract or parcel of land to be subdivided.

*Subdivision* means any division of a piece of land or alteration of the boundary lines of any piece of land. The term "subdivision" includes condominiums, wherein the purchaser acquires both ownership of the condominium units and ownership of an interest in common elements.

*Surveyor* means a land surveyor certified by the Commonwealth of Virginia.

*Theater, indoor*, means a building designed and/or used primarily for the commercial exhibition of motion pictures to the general public or used for performance of displays, acts, dramas by actors and/or actresses.

*Theater, outdoor*, means an area not to exceed five acres containing a screen projection booth, refreshment stand, parking spaces and sound transmission devices to individual parking spaces only for the purpose of commercial exhibition of motion pictures.

*Time-share* means a time-share estate or a time-share use plus its incidental benefits.

*Time-share estate* means a right to occupy a unit or any of several units during five or more separated time periods over a period of at least five years, including renewal options, coupled with a freehold estate for years in a time-share project of a specified portion thereof.

*Time-share instrument* means any document, however denominated, which creates the time-share project and program, and which may contain restrictions or covenants regulating the use, occupancy, or disposition of time-shares in a project.

*Time-share program (or program)* means any arrangement of time-shares in one or more time-share projects whereby the use, occupancy, or possession of real property has been made subject to either a time-share estate or time-share use in which such use, occupancy, or possession circulates among owners of the time-shares according to a fixed or floating time schedule on a periodic basis occurring over any period of time in excess of five years.

*Time-share project* means all of the real property subject to a time-share program created by the execution of a time-share instrument.

*Time-share unit (or unit)* means the real property or real property improvement in a project which is divided into time-shares and designated for separate occupancy and use.

*Time-share use* means a right to occupy a time-share unit or any of several time-share units during five or more separated time periods over a period of at least five years, including renewal options, not coupled with a freehold estate or an estate for years in a time-share project or a specified portion thereof. The term "time-share use" shall not mean a right to use which is subject to a first-come, first-served space available basis as might exist in a country club, motel, hotel, health spa, campground, or membership or resort facility.

*Town* means the governmental entity of the town.

*Town building code* means the uniform statewide building code.

*Town comprehensive plan* means a document prepared and adopted in accordance with Code of Virginia, title 15.2, ch. 22, art. 3 (Code of Virginia, § 15.2-2223 et. seq.), as amended, for the purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the town.

*Town council* means the elected governing body of the Town of Amherst, Virginia.

*Town development area* means areas defined in the comprehensive plan that are appropriate for higher density development, redevelopment, or infill development due to their proximity to transportation facilities, public water and sewer systems and existing areas of higher density development.

*Town manager* means the town manager of the town.

*Townhouse* means a residential unit in a series of from three to 12 single-family attached dwellings separated from one another by common vertical walls with no openings.

*Townhouse lot* means a lot upon which a townhouse is or is to be erected.

*Travel trailer* means a vehicular, portable structure designed as a temporary dwelling for travel, recreational and vacation uses which is not more than eight feet in body width and is of any weight provided its body length does not exceed 29 feet.

*Urban development area* means areas defined in the comprehensive plan that are appropriate for higher density development, redevelopment, or infill development due to their proximity to transportation facilities, public water and sewer systems and existing areas of higher density development.

*Use* means the principal purpose for which a lot or the main building thereon is designed, arranged, or intended and for which it is or may be used, occupied, or maintained.

*Variance* means a reasonable deviation from those provisions regulating the shape, size, or area of a lot or parcel of land or the size, height, area, bulk, or location of a building or structure when the strict application of this chapter would unreasonably restrict the utilization of the property, and such need for a variance would not be shared generally by other properties, and provided such variance is not contrary to the purpose of this chapter. It shall not include a change in use, which change shall be accomplished by a rezoning or by a conditional zoning.

*Veterinary hospital* means a structure or series of structures used for the treatment of diseases and injuries of animals by a veterinarian licensed by the Commonwealth of Virginia, without outdoor runs except for exercise purposes.

*Watershed* means any area drained by a stream and its tributaries upstream from a public water supply intake structure.

*Yard* means a space on the same lot with a main building, such space being open, unoccupied, and unobstructed by buildings from ground to sky except where encroachments and accessory buildings are expressly permitted.

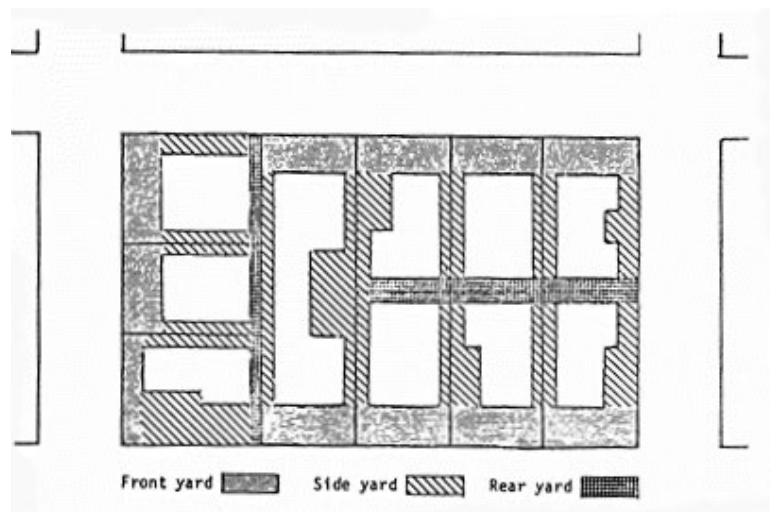


**Figure 2**

*Yard, front,* means an open, unoccupied space on the same lot with the main structure, extending the full width of the lot and situated between the right-of-way line and the front line of the structure projected to the side lines of the lot. The depth of the front yard shall be measured between the front line of the structure and the right-of-way line. Covered porches, whether

enclosed or unenclosed, shall be considered as part of the main structure and shall not project into a required front yard. On corner lots the front yard shall be considered as parallel to the street upon which the lot has its least dimension. (See Figure 2.)

*Yard, rear*, means an open space on the same lot with the main structure, such space being unoccupied except possibly by an accessory building and extending the full width of the lot and situated between the rear line of the lot and the rear line of the main structure projected to the side lines of the lot. On all corner lots the rear yard shall be at the opposite end of the front yard. (See Figure 2.)

*Yard, side*, means an open, unoccupied space on the same lot with a main structure, situated between the side line of the structure and the adjacent side line of the lot extending from the rear line of the front yard to the front line of the rear yard. If no front yard is required, the front boundary of the side yard shall be the front line of the lot and if no rear yard is required, the rear boundary of the side yard shall be the rear line of the lot. On the corner lots, the side yard shall be considered as parallel to the street upon which the lot has its greatest dimension. (See Figure 2.)

*Zoning map* means the official zoning district map for the town.

(Zoning Ord. 2003, §§ 18.1-301, 18.1-302; Ord. No. 240410A, 4-10-2024)

#### Sec. 24-74. - Procedure for site plan review.

- (a) Whenever the owner or proprietor of any tract of land located within the town desires to develop any class of use listed in section 24-75, he shall submit a plan of the proposed development to the zoning administrator for processing.
- (b) The owner or his representative is encouraged to consult with the zoning administrator for advice and assistance on the development. The owner may submit sketch plans and data showing existing conditions within the site and in its vicinity and the proposed layout of the development. The zoning administrator shall return a copy of the submitted sketch plans to the developer with written comments indicating where the plans do not comply with the requirements set forth herein. Submission of said sketch plans and accompanying data shall not constitute the official filing of a proposed subdivision.
- (c) When the zoning administrator determines that an application involves development requiring site plan review, the zoning administrator shall notify the applicant that such review is required and shall require the documentation listed in this section. Any development meeting the criteria in section 24-75 shall be reviewed and be made subject to approval by the ~~planning commission~~ zoning administrator. The ~~planning commission~~ zoning administrator may approve, approve with conditions, or deny approval of a site plan.
- (d) Any person proposing a development that requires a site plan under section 24-75 shall submit to the zoning administrator six copies of a site plan showing the general design and layout of the development. The zoning administrator shall transmit copies of the site plan to VDOT, the health department, the erosion and sediment control officer, or any other relevant agency or department.

- (e) The site plan shall be reviewed in accordance with the procedures set forth in this section.
- (f) Within 45 days after submission of the site plan and accompanying documents to the zoning administrator, the ~~commission~~ zoning administrator shall approve, approve with conditions, or disapprove the site plan; the ~~commission~~ zoning administrator shall cause to have prepared two copies of a statement noting reasons for ~~commission~~ zoning administrator disapproval or conditional approval, if applicable, and shall return one copy of statement and plat to the developer with notification in writing of the action of the ~~commission~~ zoning administrator. One copy of said statement and preliminary plat shall be retained by the zoning administrator for comparison with future site plans, where applicable, submitted by the developer.
- (g) The approval for any site plan approved by the ~~planning-commission~~ zoning administrator shall expire and be null and void 12 months after the ~~vote for~~ approval if construction has not begun.
- (h) The approval of site plans solely involving parcels of commercial real estate by the ~~planning-commission~~ zoning administrator or other agent shall be governed by subsections (i) through (m) of this section. For the purposes of this section, the term "commercial" means all real property used for commercial or industrial uses.
- (i) The ~~planning-commission~~ zoning administrator shall act on any proposed ~~commercial~~ site plan within 60 days after it has been officially submitted for approval by either approving or disapproving the plan in writing and giving with the latter specific reasons therefor. The ~~planning-commission~~ zoning administrator or other agent shall not delay the official submission of any ~~commercial~~ site plan by requiring presubmission conferences, meetings, or reviews. The ~~commission~~ zoning administrator or agent shall thoroughly review the plan and shall in good faith identify, to the greatest extent practicable, all deficiencies, if any, with the initial submission. However, if approval of a feature or features of the plan by a state agency or public authority authorized by state law is necessary, the ~~commission~~ zoning administrator or agent shall forward the plan to the appropriate state agency for review within ten business days of receipt of such plat or plan. Specific reasons for disapproval shall be contained either in a separate document or on the plan itself. The reasons for disapproval shall identify deficiencies in the plan that caused the disapproval by reference to specific duly adopted ordinances, regulations, or policies and shall identify, to the greatest extent practicable, modifications or corrections that will permit approval of the plan.
- (j) In the review of a resubmitted ~~commercial~~ site plan that has been previously disapproved, the ~~planning-commission~~ zoning administrator or other agent shall consider only deficiencies it had identified in its review of the initial submission of the plan that have not been corrected in such resubmission and any deficiencies that arise as a result of the corrections made to address deficiencies identified in the initial submission. In the review of the resubmission of a plan, the ~~planning-commission~~ zoning administrator or other agent shall identify all deficiencies with the proposed plan that caused the disapproval by reference to

- specific duly adopted ordinances, regulations or policies and shall identify modifications or corrections that will permit approval of the plan. Upon the second resubmission of such disapproved plan, the local ~~planning commission~~ zoning administrator or other agent's review shall be limited solely to the previously identified deficiencies that caused its disapproval.
- (k) The local ~~planning commission~~ zoning administrator or other agent shall act on any **commercial** site plan that it has previously disapproved within 45 days after the plan has been modified, corrected and resubmitted for approval. The failure of the ~~planning commission~~ zoning administrator or other agent to approve or disapprove a resubmitted plat or plan within the time periods required by this section shall cause the plan to be deemed approved.
  - (l) Notwithstanding the approval or deemed approval of any **commercial** site plan, any deficiency in any proposed plat or plan that, if left uncorrected, would violate local, state or federal law, regulations, mandatory state department of transportation engineering and safety requirements, and other mandatory engineering and safety requirements, shall not be considered, treated or deemed as having been approved by the ~~planning commission~~ zoning administrator or other agent. Should any resubmission include a material revision of infrastructure or physical improvements from the earlier submission or if a material revision in the resubmission creates a new required review by the state department of transportation or by a state agency or public authority authorized by state law, then the ~~planning commission~~ zoning administrator or other agent's review shall not be limited to only the previously identified deficiencies identified in the prior submittals and may consider deficiencies initially appearing in the resubmission because of such material revision.
  - (m) Upon receipt of the approvals from all state agencies and other agencies, the local agent shall act upon a plat within 35 days.

(Zoning Ord. 2003, § 18.1-1102)

State Law reference— Site plan approval, Code of Virginia, § 15.2-2259.

**Sec. 24-75. - Developments subject to ~~special~~ major site plan review.**

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

- (1) All commercial, industrial and institutional buildings that have 2,000 square feet or more in floor area, including buildings converted from any other use to commercial, industrial or institutional use.
- (2) All institutional facilities such as schools, hospitals and clubs.
- (3) All residential developments involving more than four dwelling units in one building or three on one lot.
- (4) Mobile home parks.
- (5) Special use applications involving more than 2,000 square feet of new building area.
- (6) Conditional zoning applications.

(7) Townhouse development projects.

~~(8) Any proposed building that has 2,000 square feet or less in floor area will require only an informational sketch for review.~~

~~(9)~~(8) Any use listed as specifically requiring a site

plan. (Zoning Ord. 2003, § 18.1-1103)

#### **Sec. 24-76. - Documentation.**

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

- (1) Site plans shall be submitted at a scale of not less than one inch equals 100 feet.
- (2) Six clearly legible blue-line or black-line copies of the site plan shall be submitted. Additional copies may be required by the zoning administrator if deemed necessary by the zoning administrator.
- (3) The names and addresses of owner and developer and a scale and north arrow shall be included on all maps.
- (4) The following information shall be included on the map of existing conditions:
  - a. Names and addresses of owners of record of all adjacent properties;
  - b. Current zoning boundaries, including surrounding areas to a distance of 100 feet from the property in question;
  - c. Easements, rights-of-way, or other reservations affecting the property;
  - d. Topography;
  - e. Location of watercourses, marshes, rock outcroppings and wooded areas;
  - f. Location of buildings existing on the tract to be developed and on adjacent tracts within a distance of 100 feet, indicating whether existing buildings on the tract are to be retained, modified or removed; and
  - g. Location of existing water mains, culverts, drains, pipe sizes, grades and direction of flow.
- (5) The following information shall be included on the map of proposed development:
  - a. Stormwater management and erosion control measures as required by relevant law and regulations. Approval of the measures by the applicable regulatory agency shall not be required prior to the town's site plan review, but confirmation of drawings have been delivered to such agencies shall accompany the site plan;
  - b. Location and size of proposed buildings and uses thereof;
  - c. Proposed topography;
  - d. Proposed streets and other access and egress facilities (indicating curblines, sidewalk lines and public right-of-way lines); profiles and cross-sections of streets. Certification from VDOT that the site plan meets all appropriate VDOT criteria shall be included in the site plan application package;
  - e. Layout of off-street parking;
  - f. Location of proposed utility lines, indicating where they already exist and whether they will be underground;
  - g. Proposed water and sanitary sewer facilities, including pipe type, size,

grades and design factors as appropriate. Certification from the town that a satisfactory plan to install the proposed new facilities has been provided shall accompany the site plan;

- h. Proposed location, direction of, power, and time and use of outdoor lighting. Lighting facilities shall be provided and arranged so that light is directed downward and not horizontally or at adjacent properties with special care to as to not negatively impact residential areas;
- i. Proposed planting, including all landscaping and screening, and indicating existing trees to be retained and areas to be left undisturbed;
- j. Location, size and design of proposed signs;
- k. Facilities for disposal of trash and other solid waste;
- l. Elevations of buildings to be built or altered on site; and
- m. Vicinity map at a scale no smaller than 600 feet to one inch, showing all streets and property within 1,000 feet of the property for which the application is made. All properties owned or controlled by the applicant in this area shall be identified.

- (6) The ~~planning commission~~ zoning administrator may require additional information for a special use to determine its eligibility under this chapter.

(Zoning Ord. 2003, § 18.1-1104)

~~Sec. 24-77. - General site plan review.~~

~~For those permitted uses not requiring special site plan review under section 24-75, two copies of an acceptable site plan and sketch reasonable information shown thereon shall be submitted to the zoning administrator along with the zoning certificate application. Such site plan shall include, as a minimum, the following: lot dimensions with property line monuments located thereon, location and size of existing and proposed structures; yard dimensions and the use of structures; easements (private and public); watercourses; fences; street names and street right of way lines; and such other information regarding abutting property as directly affects the application.~~

(Zoning Ord. 2003, § 18.1-1105)

**Sec. 24-787. - Developments subject to a minor site plan review.**

- (a) The following types of development shall be subject to the site plan review provisions under section 24-77 for a minor site plan of this article:
  - (1) A proposed revision to a site plan where an existing major site plan is on file;
  - (2) All development requiring a commercial entrance permit from the Virginia Department of Transportation; and
  - (3) Any new commercial development on a commercially zoned lot.

- (b) The following requirements shall govern documents submitted for minor site plan review:
- (1) ~~The scale shall be no less than one inch equals to 100 feet.~~ The zoning administrator or planning director may accept a scale which is sufficient to clearly show all required details on the plat;
  - (2) Drawings may be submitted on paper size as small as 11" x 17" if all notes are clearly legible; and
  - (3) The names and addresses of owner and developer, a scale and north arrow shall be included on all maps.
- (c) The following information shall be included on the map of existing conditions:
- (1) Names and addresses of owners of record of all adjacent properties and tax map numbers;
  - (2) Current zoning boundaries, including surrounding to a distance of 300 feet;
  - (3) Easements, rights-of-way, or other reservations affecting the property;
  - ~~(4) Topography and flood plain elevation, if applicable;~~
  - ~~(5) Location of watercourses, marshes, rock out cropping and wooded areas;~~
  - ~~(6) Location of buildings existing on the tract to be developed indicating whether existing buildings on the tract are to be retained, modified or removed;~~
  - ~~(7) (4) Location of existing water mains, culverts, drains, pipe sizes, grades and direction of flow; and~~
  - ~~(8) The location of mapped dam break inundation zones and their impact on the development.~~
- ~~(d) The following information shall be included on the map of proposed development:~~
- ~~(1) Signature blocks for the zoning administrator, or his/her designee, Virginia Department of Transportation, and the Health Department, when applicable;~~
  - ~~(2) (5) Location and size of proposed buildings and uses thereof;~~
  - ~~(3) (6) Proposed streets and other ingress and egress facilities (indicating curb lines, sidewalk lines and public right-of-way lines); meeting the Minimum Standards of Entrances to the State Highways;~~
  - ~~(4) Layout of off-street parking;~~
  - ~~(5) (7) Location of proposed utility lines, indicating where they already exist and whether they will be underground;~~
  - ~~(6) (8) Proposed planting, including all landscaping and screening and indicating existing trees to be retained and areas to be left undisturbed;~~
  - ~~(7) Facilities for disposal of trash and other solid waste;~~
  - ~~(8) Elevations of buildings to be built or altered on-site; and~~
  - ~~(9) All private waste disposal systems including their reserve areas.~~

(Ord. No. 240410B, 4-10-2024)

Sec. 24-199. - Classification of districts.

For the purpose of this chapter, the A-1 Agricultural District is classified as an agricultural district. The R-1 Limited Residential District, the R-2 General Residential District, ~~T-1 Transitional Use Zone District~~, R-3 High-Density Residential District and R-4 Manufactured Home District are classified as residential districts. The ~~T-1 Transitional Use Zone District~~, B-1 Light Commercial District, CBD Central Business District and B-2 General Commercial District are classified as ~~mixed-use~~ business districts. The E-1 Business Park District and M-1 Industrial District are classified as industrial districts.

(Zoning Ord. 2003, § 18.1-506)

**Sec. 24-467. - Minimum yard requirements.**

- (a) Within the district herein defined, the following minimum yard requirements shall apply:

|                               | Front<br>Yard<br>Setback | Corner<br>Lot | Other<br>Lots | Rear<br>Yard<br>Setback |
|-------------------------------|--------------------------|---------------|---------------|-------------------------|
| A-1 Agricultural              | 50'                      | 15'           | 15'           | 25'                     |
| R-1 Limited Residential       | 60'                      | 20'           | 15'           | 35'                     |
| R-2 General Residential       | 50'                      | 15'           | 10'           | 35'                     |
| T-1 Transitional Use Zone     | 50'                      | (b)           | (b)           | 35'                     |
| R-3 High Density Res.         | 30'                      | 15'           | 15'           | 35'                     |
| R-4 Manufactured Home         | 30'                      | 15'           | 15'           | 35'                     |
| B-1 Light Commercial          | 50'                      | (c)           | (c)           | (c)                     |
| CBD Central Business District | None                     | (c)           | (c)           | (c)                     |
| B-2 General Commercial        | <del>50'</del><br>25'    | (c)           | (c)           | (c)                     |
| E-1 Business Park             | 50'                      | (c)           | (c)           | (c)                     |
| M-1 Industrial                | 50'                      | (c)           | (c)           | (c)                     |

- (b) The minimum side yard shall be 15 feet on corner lots and ten feet on other lots, except that no building or structure shall be erected within 25 feet of a residentially zoned lot.
- (c) No minimum requirement except that no building or structure shall be erected within 25 feet of a residentially zoned lot.
- (d) The front yard setback requirement for any lot in the A-1 Agricultural District, R-1 Limited Residential District, R-2 General Residential District, R-3 High-Density Residential District, or R-4 Manufactured Home District shall be reduced when 50 percent or more of the building lots on the same side of the street within the same block are improved with buildings, and no building on that same side of the street within the same block shall be required to have a front yard setback greater than the average front yard setback of the existing buildings on the same side of the street. However, when there are buildings on the lots on both sides of the lot, the required front yard setback for that lot shall not be greater than the average of the front yard setbacks of the buildings on such adjacent lots. The sideline of a building on a corner lot shall not be a factor in these calculations. For the purposes of this section, the term "block" shall be defined as the area between the next adjacent street intersection or 500 feet of the lot in question, whichever is less, on both sides of the lot in question. A property owner shall be responsible for providing the appropriate documentation to support the reduction in front yard setback requirement prior to issuance of a zoning certificate.

(Zoning Ord. 2003, § 18.1-80)

#### **Sec. 24-508. - Location of parking.**

The off-street parking facilities required by this article shall be located on the same lot or parcel of land that they are intended to serve [or on an adjacent lot when shared with the use occupying an adjacent lot](#). Where practical difficulties prevent such location or where the public safety or the public convenience would be better served by an alternate location, the ~~planning commission~~ [zoning administrator](#) may authorize the alternate or cooperative location as a part of a site plan approval. Any authorization shall be subject to the following:

- (1) An alternate location provides parking only for the use in question.
- (2) A cooperative location provides parking for two or more uses and shall have combined parking spaces equal to the sum required for the separate uses.
- (3) Such parking spaces shall be conveniently and safely accessible to pedestrians.
- (4) All such parking spaces shall be on property zoned properly for the use or uses which require the parking spaces.
- (5) The right to use such property for parking shall be established by deed, easement, lease or similar recorded covenant or agreement; shall be approved as to form and content by the town attorney; shall be recorded in the clerk's office of the circuit court of the county so as to ensure the availability of such spaces for a minimum

time period of at least five years.

- (6) Should such off-street parking spaces become unavailable for use at some future time, an equal number of parking spaces shall be constructed and provided on either the primary site or by another off-site arrangement meeting the requirements of this chapter. Failure to provide or construct such replacement parking spaces within 90 days from the date on which the use of the previously available off-street spaces was terminated shall be a violation of this chapter.
- (7) For churches and other permanent buildings used for religious worship, alternate or cooperative parking agreements may be approved that do not provide exclusive parking rights, provided that such agreement provides adequate parking at appropriate times to meet the parking needs of the church or other permanent building used for religious worship.

(Zoning Ord. 2003, § 18.1-602.02)

**Sec. 24-509. - Size of parking spaces.**

- (a) Parallel spaces shall have minimum dimensions of eight feet by 22 feet.
- (b) All other parking spaces shall have minimum dimensions of nine feet by 18 feet, except as follows:
  - (1) Spaces in a parking garage shall have minimum dimensions of 8½ feet by 18 feet.
  - (2) The ~~planning commission~~ zoning administrator, as a part of the site plan review process, may approve spaces with minimum dimensions of 8½ feet by 18 feet for vehicle storage lots for automobile dealers, overflow parking areas and other low turnover parking facilities.
- (c) Overhang over landscape areas shall not be counted toward the minimum dimensions stated above.

(Zoning Ord. 2003, § 18.1-602.03)

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

- (a) Parking spaces and driveways for single-family residential uses, including duplexes, two family homes and semi-detached dwellings ~~dwelling units~~ shall be constructed of gravel, compacted stone, concrete, asphalt, asphaltic surface treatment, brick or paving stones.
- (b) Parking spaces and driveways for other developments than those listed in (a), ~~other than single-family dwelling units~~ shall be constructed of concrete, asphalt, asphaltic surface treatment, permeable pavers, brick or paving stones.

(Zoning Ord. 2003, § 18.1-602.04.1)

**Sec. 24-513. Amount of off-street parking required.**

The off-street parking required by this article shall be provided and maintained on the basis of the following table, except as otherwise provided in this article:

| <i>Use Type</i>                                                                                         | <i>Required Parking Spaces</i>                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Residential uses</i>                                                                                 |                                                                                                                                                                                                       |
| Single-family, two-family and multifamily dwelling                                                      | 2 for each dwelling unit                                                                                                                                                                              |
| Townhouses and planned unit developments                                                                | 2 for each dwelling unit, plus 0.25 for each dwelling unit for visitor parking                                                                                                                        |
| <i>Group quarters</i>                                                                                   |                                                                                                                                                                                                       |
| Lodginghouses and roominghouses                                                                         | 1 for each room rented                                                                                                                                                                                |
| Nursing homes                                                                                           | 1 for each 3 beds                                                                                                                                                                                     |
| Dormitory, fraternity or sorority                                                                       | 1 for each 2 beds                                                                                                                                                                                     |
| <i>Transient lodgings</i>                                                                               |                                                                                                                                                                                                       |
| Hotels/motels:                                                                                          | 1 for each bedroom                                                                                                                                                                                    |
| Meeting rooms, banquet rooms and restaurants located within a hotel/motel                               | 1 for each 350 square feet of floor area                                                                                                                                                              |
| <i>Educational uses</i>                                                                                 |                                                                                                                                                                                                       |
| Kindergarten, childcare center, nursery school                                                          | 1 for each 200 square feet of floor area                                                                                                                                                              |
| Elementary, middle and high schools, college or preparatory school                                      | 1 for each 4 seats of maximum capacity in the auditorium or main place of assembly; or 1 for each 100 square feet of floor area in the main place of assembly in places which do not have fixed seats |
| <i>Business</i>                                                                                         |                                                                                                                                                                                                       |
| Retail establishments (unless otherwise specified)                                                      | 1 for each 200 square feet of floor area                                                                                                                                                              |
| Automobile sales and rental establishments, automobile service center, service stations and tire stores | 1 for each 500 square feet of enclosed sales/rental floor area, plus 2 for each service bay (bay area not counted)                                                                                    |
| Furniture, hardware, home furnishings, automobile parts and supplies                                    | 1 for each 500 square feet of floor area                                                                                                                                                              |
| Pharmacy, freestanding, with a drive-through window for drop off and pick up of prescriptions           | 1 for each 400 square feet of floor area                                                                                                                                                              |
| Shopping centers, but excluding theaters (unless otherwise specified)                                   | 1 for each 300 square feet of floor area                                                                                                                                                              |
| Restaurant or nightclub                                                                                 | 1 for each 100 square feet of floor area, plus 1 for each 100 square feet of outdoor dining area in excess of 1,000 square feet                                                                       |
| Outdoor sales and display                                                                               | 1 for each <del>500</del> 5,000 square feet of open sales and display area                                                                                                                            |
| Wholesale, inventory and storage uses not otherwise classified                                          | 1 for each 1,000 square feet of floor area devoted to enclosed storage                                                                                                                                |

| <i>Industrial uses</i>                                                                                                       |                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Manufacturing, warehousing, industrial uses and laboratories                                                                 | 1 for each 1½ employees on the maximum working shift                                                                                                                         |
| <i>Cultural, entertainment and recreational uses</i>                                                                         |                                                                                                                                                                              |
| Auditoriums, assembly halls, community centers, dancehalls and theaters                                                      | 1 for each 4 seats based on maximum seating capacity                                                                                                                         |
| Amphitheaters, sports arenas, stadiums or gymnasiums                                                                         | 1 for each 5 seats or 10 feet of bench space                                                                                                                                 |
| Art galleries, libraries, museums                                                                                            | 1 for each 400 square feet of floor area                                                                                                                                     |
| Bowling                                                                                                                      | 4 for each alley                                                                                                                                                             |
| Golf course or miniature golf course                                                                                         | 2 for each hole                                                                                                                                                              |
| <i>Office uses</i>                                                                                                           |                                                                                                                                                                              |
| Offices, but not including medical offices                                                                                   | 1 for each 400 square feet of floor area                                                                                                                                     |
| <i>Medical uses</i>                                                                                                          |                                                                                                                                                                              |
| Doctor's or dentist's office, clinic and outpatient clinic                                                                   | 1 for each 200 square feet of floor area                                                                                                                                     |
| Hospital                                                                                                                     | 2 for each bed, plus 1 for each 300 square feet of floor area devoted to patient care services, such as cardiopulmonary, physical therapy, radiology, surgery and laboratory |
| Veterinary hospital                                                                                                          | 1 for each 400 square feet of floor area                                                                                                                                     |
| <i>Service uses</i>                                                                                                          |                                                                                                                                                                              |
| Barbershop or beauty salon                                                                                                   | 1 for each 200 square feet of floor area                                                                                                                                     |
| Laundry, self-service                                                                                                        | 1 for each 200 square feet of floor area                                                                                                                                     |
| Laundry, dry cleaning                                                                                                        | 1 for each 400 square feet of floor area                                                                                                                                     |
| Funeral home                                                                                                                 | 1 for each four seats in chapels or parlors with fixed seats; or 1 for each 100 square feet of floor area for assembly rooms without fixed seats that are used for services  |
| <i>Institutional uses</i>                                                                                                    |                                                                                                                                                                              |
| Churches and other places of worship; and civic, fraternal, political, private, religious and social nonprofit organizations | 1 for every 10 seats of maximum seating capacity in the main place of assembly                                                                                               |
| Governmental buildings                                                                                                       | 1 for every 4 seats of maximum seating capacity in the main place of assembly plus 1 for each 400 square feet of other floor area                                            |
| Jails                                                                                                                        | 1 for every rated bed space plus 1 for each 400 square feet of other floor area                                                                                              |

(Zoning Ord. 2003, § 18.1-602.06)

**Sec. 24-515. - Parking requirements ~~in the central business district.~~ for historic buildings.**

~~(b) Consistent with the purpose of this chapter, the town council and planning commission desire to preserve and enhance downtown Amherst. As such, the role of downtown Amherst, as a desired location for community activities and local businesses, will be encouraged.~~

~~(c)~~ To encourage the use of older buildings in the Town of Amherst ~~downtown area~~, no additional off-street parking will be required in the case of a change in use of a building that is more than 30 years old where sufficient on street parking is available. Sufficient shall be determined by at least two times the required amount of parking as defined by the code requirements be within 500 feet of the use. ~~and in the CBD Central Business District~~. However, this relief shall not apply when calculating the parking required for any new building footprint.

(Zoning Ord. 2003, § 18.1-602.08)

This ordinance is effective on October 9, 2026.

This ordinance was adopted on September 9, 2026.

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D. Dwayne Tuggle, Mayor

ATTEST:

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Clerk of the Council

Range of Checking Accts: First to Last Range of Check Dates: 09/01/26 to 09/30/26  
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

| Check #                            | Check Date | Vendor                                  | Amount Paid | Charge Account               | Account Type | Reconciled/Void Contract | Ref Num      |
|------------------------------------|------------|-----------------------------------------|-------------|------------------------------|--------------|--------------------------|--------------|
| PO #                               | Item       | Description                             |             |                              |              |                          | Ref Seq Acct |
| GENERAL FIRST NATION MAIN CHECKING |            |                                         |             |                              |              |                          |              |
| 7332                               | 09/03/26   | CENTR005 CENTRAL TECHNOLOGY SOLUTIONS   |             |                              |              |                          | 521          |
| V7-00133                           | 1          | 9/1-9/30                                | 645.75      | 100-4-43200-5230             | Expenditure  |                          | 11 1         |
|                                    |            |                                         |             | TELECOMMUNICATION            |              |                          |              |
| 7333                               | 09/03/26   | COLUM005 COLUMN SOFTWARE PBC            |             |                              |              |                          | 521          |
| V7-00123                           | 1          | CHAPTER 20 PUBLIC HEARING               | 123.35      | 100-4-12110-3600             | Expenditure  |                          | 3 1          |
|                                    |            |                                         |             | ADVERTISING                  |              |                          |              |
| V7-00124                           | 1          | CHAPTER 24 PUBLIC HEARING               | 161.34      | 100-4-12110-3600             | Expenditure  |                          | 4 1          |
|                                    |            |                                         |             | ADVERTISING                  |              |                          |              |
| V7-00125                           | 1          | SUSAN MCCAFFERTY PUBLIC HEARIN          | 123.35      | 100-4-81100-3600             | Expenditure  |                          | 5 1          |
|                                    |            |                                         |             | ADVERTISING                  |              |                          |              |
|                                    |            |                                         | 408.04      |                              |              |                          |              |
| 7334                               | 09/03/26   | IHMCB005 I.H. MCBRIDE SIGN COMPANY      |             |                              |              |                          | 521          |
| V7-00142                           | 1          | HALLOWEEN BANNER CHANGE                 | 25.00       | 100-4-12110-5610             | Expenditure  |                          | 14 1         |
|                                    |            |                                         |             | HALLOWEEN EVENT              |              |                          |              |
| 7335                               | 09/03/26   | PACEA005 PACE ANALYTICAL SERVICES, INC. |             |                              |              |                          | 521          |
| V7-00129                           | 1          | 2630701459                              | 247.00      | 502-4-44000-3140             | Expenditure  |                          | 8 1          |
|                                    |            |                                         |             | TESTING SERVICES             |              |                          |              |
| V7-00130                           | 1          | 2630701465                              | 247.00      | 502-4-44000-3140             | Expenditure  |                          | 9 1          |
|                                    |            |                                         |             | TESTING SERVICES             |              |                          |              |
| V7-00131                           | 1          | 2630701172                              | 1,070.00    | 502-4-44000-3140             | Expenditure  |                          | 10 1         |
|                                    |            |                                         |             | TESTING SERVICES             |              |                          |              |
|                                    |            |                                         | 1,564.00    |                              |              |                          |              |
| 7336                               | 09/03/26   | TREAS005 TREASURER OF VIRGINIA          |             |                              |              |                          | 521          |
| V7-00121                           | 1          | VPDES PERMIT                            | 4,619.00    | 502-4-44000-5600             | Expenditure  |                          | 1 1          |
|                                    |            |                                         |             | PERMITS                      |              |                          |              |
| V7-00122                           | 1          | PERMIT RENEWAL (NUTRIENT)               | 600.00      | 502-4-44000-5600             | Expenditure  |                          | 2 1          |
|                                    |            |                                         |             | PERMITS                      |              |                          |              |
|                                    |            |                                         | 5,219.00    |                              |              |                          |              |
| 7337                               | 09/03/26   | UNITE010 UNITED RENTALS, INC.           |             |                              |              |                          | 521          |
| V7-00140                           | 1          | DUMP TRAILER                            | 669.30      | 100-4-43200-5410             | Expenditure  |                          | 12 1         |
|                                    |            |                                         |             | LEASE OF EQUIPMENT           |              |                          |              |
| 7338                               | 09/03/26   | VALLE010 VALLEY AUTOMATION, INC         |             |                              |              |                          | 521          |
| V7-00127                           | 1          | WTP SCADA/WWTP #3 VFD CHECK             | 3,707.62    | 501-4-44000-3310             | Expenditure  |                          | 6 1          |
|                                    |            |                                         |             | REPAIR & MAINT. SVCS         |              |                          |              |
| V7-00127                           | 2          | WTP SCADA/WWTP #3 VFD CHECK             | 686.84      | 502-4-44000-3310             | Expenditure  |                          | 7 1          |
|                                    |            |                                         |             | REPAIR & MAINT. SVCS-RUT CRK |              |                          |              |
|                                    |            |                                         | 4,394.46    |                              |              |                          |              |
| 7339                               | 09/03/26   | WILLI025 WILLIAM DAVIS                  |             |                              |              |                          | 521          |
| V7-00141                           | 1          | BIG BLUE CHAIR                          | 1,110.00    | 100-4-12110-5000             | Expenditure  |                          | 13 1         |
|                                    |            |                                         |             | CONTINGENCY REQUIREMENT      |              |                          |              |

| Check #  | Check Date | Vendor                                  | Amount Paid | Charge Account                     | Account Type | Reconciled/Void Contract | Ref Num |      |
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| PO #     | Item       | Description                             |             |                                    |              |                          | Ref Seq | Acct |
| GENERAL  |            | FIRST NATION MAIN CHECKING              | Continued   |                                    |              |                          |         |      |
| 7340     | 09/11/26   | CAMPB005 CAMPBELL'S REPAIR              |             |                                    |              |                          | 523     |      |
| V7-00143 | 1          | TUBE FOR MOWER                          | 55.72       | 100-4-43200-6009                   | Expenditure  |                          | 1       | 1    |
|          |            |                                         |             | VEHICLE/POWER EQUIPMENT SUPPLIES   |              |                          |         |      |
| 7341     | 09/11/26   | CONSO005 CONSOLIDATED PIPE & SUPPLY     |             |                                    |              |                          | 523     |      |
| V7-00144 | 1          | METER PROJECT PAYMENT 10                | 51,875.00   | 501-4-94000-8002                   | Expenditure  |                          | 2       | 1    |
|          |            |                                         |             | WATER TREATMENT PLANT IMPROVEMENTS |              |                          |         |      |
| 7342     | 09/11/26   | DISCO005 DISCOUNT PORTABLE RESTROOMS    |             |                                    |              |                          | 523     |      |
| V7-00145 | 1          | OLD MILL PARK RESTROOM                  | 100.00      | 100-4-43200-6007                   | Expenditure  |                          | 3       | 1    |
|          |            |                                         |             | REPAIR & MAINT. SUPPLIES           |              |                          |         |      |
| 7343     | 09/11/26   | HILLH005 HILL HARDWARE CORPORATION      |             |                                    |              |                          | 523     |      |
| V7-00146 | 1          | AUGUST                                  | 358.34      | 100-4-43200-6007                   | Expenditure  |                          | 4       | 1    |
|          |            |                                         |             | REPAIR & MAINT. SUPPLIES           |              |                          |         |      |
| V7-00146 | 2          | AUGUST                                  | 2.97        | 501-4-44000-6007                   | Expenditure  |                          | 5       | 1    |
|          |            |                                         |             | REPAIR & MAINT. SUPPLIES           |              |                          |         |      |
| V7-00146 | 3          | AUGUST                                  | 17.37       | 502-4-44000-6007                   | Expenditure  |                          | 6       | 1    |
|          |            |                                         |             | REPAIR & MAINT. SUPPLIES-RUT. CRK. |              |                          |         |      |
| V7-00146 | 4          | AUGUST                                  | 60.49       | 100-4-31100-5800                   | Expenditure  |                          | 7       | 1    |
|          |            |                                         |             | FIRE RANGE FEES                    |              |                          |         |      |
|          |            |                                         | 439.17      |                                    |              |                          |         |      |
| 7344     | 09/11/26   | LARRY005 LARRYS TIRE & AUTO REPAIR      |             |                                    |              |                          | 523     |      |
| V7-00147 | 1          | 2023 CHEVY                              | 20.00       | 100-4-43200-6009                   | Expenditure  |                          | 8       | 1    |
|          |            |                                         |             | VEHICLE/POWER EQUIPMENT SUPPLIES   |              |                          |         |      |
| 7345     | 09/11/26   | MIDLO005 MIDLOTHIAN BUSINESS FORMS, LLC |             |                                    |              |                          | 523     |      |
| V7-00148 | 1          | SUMMONS BOOKS                           | 501.62      | 100-4-31100-6001                   | Expenditure  |                          | 9       | 1    |
|          |            |                                         |             | OFFICE SUPPLIES                    |              |                          |         |      |
| 7346     | 09/11/26   | PACEA005 PACE ANALYTICAL SERVICES, INC. |             |                                    |              |                          | 523     |      |
| V7-00153 | 1          | 2630700829                              | 247.00      | 502-4-44000-3140                   | Expenditure  |                          | 14      | 1    |
|          |            |                                         |             | TESTING SERVICES                   |              |                          |         |      |
| V7-00154 | 1          | 2630703105                              | 247.00      | 502-4-44000-3140                   | Expenditure  |                          | 15      | 1    |
|          |            |                                         |             | TESTING SERVICES                   |              |                          |         |      |
| V7-00155 | 1          | 2630703095                              | 247.00      | 502-4-44000-3140                   | Expenditure  |                          | 16      | 1    |
|          |            |                                         |             | TESTING SERVICES                   |              |                          |         |      |
| V7-00156 | 1          | 2630703440                              | 247.00      | 502-4-44000-3140                   | Expenditure  |                          | 17      | 1    |
|          |            |                                         |             | TESTING SERVICES                   |              |                          |         |      |
|          |            |                                         | 988.00      |                                    |              |                          |         |      |
| 7347     | 09/11/26   | UVELL005 UVELL, LLC                     |             |                                    |              |                          | 523     |      |
| V7-00149 | 1          | UV DISINFECTION                         | 8,900.00    | 502-4-44000-6007                   | Expenditure  |                          | 10      | 1    |
|          |            |                                         |             | REPAIR & MAINT. SUPPLIES-RUT. CRK. |              |                          |         |      |
| 7348     | 09/11/26   | VALLE010 VALLEY AUTOMATION, INC         |             |                                    |              |                          | 523     |      |
| V7-00150 | 1          | PLC SECURITY                            | 2,461.56    | 501-4-44000-3310                   | Expenditure  |                          | 11      | 1    |
|          |            |                                         |             | REPAIR & MAINT. SVCS               |              |                          |         |      |
| V7-00151 | 1          | WWTP VFD REPLACEMENT                    | 5,524.50    | 502-4-44000-3310                   | Expenditure  |                          | 12      | 1    |
|          |            |                                         |             | REPAIR & MAINT. SVCS-RUT CRK       |              |                          |         |      |

| Check #  | Check Date | Vendor                                  | Amount Paid      | Charge Account               | Account Type | Reconciled/Void Contract | Ref Num |      |
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| PO #     | Item       | Description                             |                  |                              |              |                          | Ref Seq | Acct |
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| GENERAL  |            | FIRST NATION MAIN CHECKING              | Continued        |                              |              |                          |         |      |
| 7348     | VALLEY     | AUTOMATION,INC                          | Continued        |                              |              |                          |         |      |
| V7-00152 | 1          | WWTP RAW VFD REPLACEMENT 3              | 5,524.50         | 502-4-44000-3310             | Expenditure  |                          | 13      | 1    |
|          |            |                                         |                  | REPAIR & MAINT. SVCS-RUT CRK |              |                          |         |      |
|          |            |                                         | <u>13,510.56</u> |                              |              |                          |         |      |
| 7349     | 09/18/26   | COLUM005 COLUMN SOFTWARE PBC            |                  |                              |              |                          | 525     |      |
| V7-00164 | 1          | PUBLIC HEARING NOTICE                   | 123.35           | 100-4-12110-3150             | Expenditure  |                          | 2       | 1    |
|          |            |                                         |                  | PROFESSIONAL SVCS            |              |                          |         |      |
| 7350     | 09/18/26   | DARRY005 DARRYL DWAYNE TUGGLE           |                  |                              |              |                          | 525     |      |
| V7-00161 | 1          | GAS REIMBURSE                           | 36.48            | 100-4-43200-6008             | Expenditure  |                          | 1       | 1    |
|          |            |                                         |                  | FUEL                         |              |                          |         |      |
| 7351     | 09/18/26   | HIGHP005 HIGH PEAK SPORTSWEAR, INC.     |                  |                              |              |                          | 525     |      |
| V7-00165 | 1          | HATS                                    | 210.00           | 100-4-43200-6011             | Expenditure  |                          | 3       | 1    |
|          |            |                                         |                  | UNIFORMS                     |              |                          |         |      |
| 7352     | 09/18/26   | LYNCH015 LYNCHBURG REGIONAL BUSINESS AL |                  |                              |              |                          | 525     |      |
| V7-00166 | 1          | FY27 DUES                               | 2,658.00         | 701-4-81500-5810             | Expenditure  |                          | 4       | 1    |
|          |            |                                         |                  | DUES AND MEMBERSHIP          |              |                          |         |      |
| 7353     | 09/18/26   | MANSF005 MANSFIELD OIL COMPANY          |                  |                              |              |                          | 525     |      |
| V7-00167 | 1          | 8/16-8/31                               | 1,428.54         | 100-4-31100-6008             | Expenditure  |                          | 5       | 1    |
|          |            |                                         |                  | FUEL                         |              |                          |         |      |
| V7-00167 | 2          | 8/16-8/31                               | 473.83           | 100-4-43200-6008             | Expenditure  |                          | 6       | 1    |
|          |            |                                         |                  | FUEL                         |              |                          |         |      |
| V7-00167 | 3          | 8/16-8/31                               | 212.18           | 502-4-44000-6008             | Expenditure  |                          | 7       | 1    |
|          |            |                                         |                  | FUEL/OIL                     |              |                          |         |      |
|          |            |                                         | <u>2,114.55</u>  |                              |              |                          |         |      |
| 7354     | 09/18/26   | MASTE005 MASTER METER, INC              |                  |                              |              |                          | 525     |      |
| V7-00174 | 1          | AUGUST 2026 DATA FEES                   | 529.62           | 501-4-12420-3320             | Expenditure  |                          | 13      | 1    |
|          |            |                                         |                  | SUPPORT CONTRACTS            |              |                          |         |      |
| V7-00174 | 2          | AUGUST 2026 DATA FEES                   | 529.62           | 502-4-12420-3320             | Expenditure  |                          | 14      | 1    |
|          |            |                                         |                  | SERVICE CONTRACTS            |              |                          |         |      |
|          |            |                                         | <u>1,059.24</u>  |                              |              |                          |         |      |
| 7355     | 09/18/26   | PACEA005 PACE ANALYTICAL SERVICES, INC. |                  |                              |              |                          | 525     |      |
| V7-00168 | 1          | 263073705                               | 247.00           | 502-4-44000-3140             | Expenditure  |                          | 8       | 1    |
|          |            |                                         |                  | TESTING SERVICES             |              |                          |         |      |
| V7-00169 | 1          | 2630703987                              | 57.00            | 502-4-44000-3140             | Expenditure  |                          | 9       | 1    |
|          |            |                                         |                  | TESTING SERVICES             |              |                          |         |      |
|          |            |                                         | <u>304.00</u>    |                              |              |                          |         |      |
| 7356     | 09/18/26   | SUPPL005 THE SUPPLY ROOM                |                  |                              |              |                          | 525     |      |
| V7-00170 | 1          | HAND SANITIZER                          | 25.99            | 100-4-43200-6005             | Expenditure  |                          | 10      | 1    |
|          |            |                                         |                  | JANITORIAL SUPPLIES          |              |                          |         |      |
| V7-00171 | 1          | PAPER AND POST ITS                      | 83.13            | 100-4-12420-6001             | Expenditure  |                          | 11      | 1    |
|          |            |                                         |                  | OFFICE SUPPLIES              |              |                          |         |      |
|          |            |                                         | <u>109.12</u>    |                              |              |                          |         |      |

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| PO #                               | Item       | Description                |             |                                  |              |                          | Ref Seq | Acct |
| GENERAL FIRST NATION MAIN CHECKING |            |                            | Continued   |                                  |              |                          |         |      |
| 7357                               | 09/18/26   | VERIZ005 VERIZON           |             |                                  |              |                          | 525     |      |
| V7-00172                           | 1          | 8/2-9/1                    | 360.11      | 502-4-44000-5230                 | Expenditure  |                          | 12      | 1    |
|                                    |            |                            |             | TELECOMMUNICATIONS               |              |                          |         |      |
| 7358                               | 09/23/26   | AMBRI005 AMBRIAR FLORIST   |             |                                  |              |                          | 527     |      |
| V7-00176                           | 1          | GAINES HUSBAND             | 88.00       | 100-4-12110-5000                 | Expenditure  |                          | 1       | 1    |
|                                    |            |                            |             | CONTINGENCY REQUIREMENT          |              |                          |         |      |
| 7359                               | 09/23/26   | BBTBA005 TRUIST BANK       |             |                                  |              |                          | 527     |      |
| V7-00189                           | 1          | TAV DUES PM                | 200.00      | 100-4-12420-5810                 | Expenditure  |                          | 11      | 1    |
|                                    |            |                            |             | DUES & MEMBERSHIPS               |              |                          |         |      |
| V7-00189                           | 2          | WASABI PM                  | 33.16       | 100-4-12510-3150                 | Expenditure  |                          | 12      | 1    |
|                                    |            |                            |             | I.T. SERVICES                    |              |                          |         |      |
| V7-00189                           | 3          | BEEN VERIFIED PM           | 29.99       | 100-4-12420-3150                 | Expenditure  |                          | 13      | 1    |
|                                    |            |                            |             | PROFESSIONAL SVCS                |              |                          |         |      |
| V7-00189                           | 4          | LABOR LAW POSTERS PM       | 59.70       | 100-4-31100-6001                 | Expenditure  |                          | 14      | 1    |
|                                    |            |                            |             | OFFICE SUPPLIES                  |              |                          |         |      |
| V7-00189                           | 5          | ADOBE VH                   | 239.88      | 100-4-12510-3150                 | Expenditure  |                          | 15      | 1    |
|                                    |            |                            |             | I.T. SERVICES                    |              |                          |         |      |
| V7-00189                           | 6          | STARLINK BS                | 55.00       | 100-4-43200-6007                 | Expenditure  |                          | 16      | 1    |
|                                    |            |                            |             | REPAIR & MAINT. SUPPLIES         |              |                          |         |      |
| V7-00189                           | 7          | SMARTSURVEY WW             | 90.00       | 100-4-12110-8000                 | Expenditure  |                          | 17      | 1    |
|                                    |            |                            |             | CAPITAL EQUIPMENT                |              |                          |         |      |
| V7-00189                           | 8          | GRASS COMPLAINT WW         | 5.55        | 100-4-12420-3150                 | Expenditure  |                          | 18      | 1    |
|                                    |            |                            |             | PROFESSIONAL SVCS                |              |                          |         |      |
| V7-00189                           | 9          | FOOD LION WW               | 95.11       | 100-4-12420-6001                 | Expenditure  |                          | 19      | 1    |
|                                    |            |                            |             | OFFICE SUPPLIES                  |              |                          |         |      |
| V7-00189                           | 10         | ADOBE SM                   | 12.99       | 100-4-12510-6002                 | Expenditure  |                          | 20      | 1    |
|                                    |            |                            |             | I.T. SUPPLIES                    |              |                          |         |      |
| V7-00189                           | 11         | AMAZON PATCH RW            | 12.49       | 100-4-31100-6011                 | Expenditure  |                          | 21      | 1    |
|                                    |            |                            |             | UNIFORMS                         |              |                          |         |      |
| V7-00189                           | 12         | AMAZON FLASH CARDS RW      | 74.63       | 100-4-31100-6032                 | Expenditure  |                          | 22      | 1    |
|                                    |            |                            |             | INVESTIGATION EXPENSE            |              |                          |         |      |
| V7-00189                           | 13         | ADOBE GW                   | 11.94       | 501-4-44000-6001                 | Expenditure  |                          | 23      | 1    |
|                                    |            |                            |             | OFFICE SUPPLIES                  |              |                          |         |      |
| V7-00189                           | 14         | ADOBE GW                   | 11.94       | 502-4-44000-6001                 | Expenditure  |                          | 24      | 1    |
|                                    |            |                            |             | OFFICE SUPPLIES                  |              |                          |         |      |
| V7-00189                           | 15         | FOOD LION GW               | 78.78       | 502-4-44000-6004                 | Expenditure  |                          | 25      | 1    |
|                                    |            |                            |             | LAB SUPPLIES                     |              |                          |         |      |
| V7-00189                           | 16         | BATTERIES DR               | 9.50        | 100-4-31100-6001                 | Expenditure  |                          | 26      | 1    |
|                                    |            |                            |             | OFFICE SUPPLIES                  |              |                          |         |      |
| V7-00189                           | 17         | CLEANER DR                 | 11.58       | 100-4-31100-6009                 | Expenditure  |                          | 27      | 1    |
|                                    |            |                            |             | VEHICLE/POWER EQUIPMENT SUPPLIES |              |                          |         |      |
| V7-00189                           | 18         | COMMAND COLLEGE DR         | 750.00      | 100-4-31100-5400                 | Expenditure  |                          | 28      | 1    |
|                                    |            |                            |             | TUITION REIMBURSEMENT            |              |                          |         |      |
|                                    |            |                            | 1,782.24    |                                  |              |                          |         |      |
| 7360                               | 09/23/26   | GLASS005 GLASS AMERICA LLC |             |                                  |              |                          | 527     |      |
| V7-00177                           | 1          | 2026 TAHOE WINDSHIELD      | 601.00      | 100-4-31100-6009                 | Expenditure  |                          | 2       | 1    |
|                                    |            |                            |             | VEHICLE/POWER EQUIPMENT SUPPLIES |              |                          |         |      |

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| PO #                    | Item       | Description                             |               |                                    |                    |                          | Ref Seq Acct |
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| GENERAL                 |            | FIRST NATION MAIN CHECKING              | Continued     |                                    |                    |                          |              |
| 7361                    | 09/23/26   | HICKE005 HICKEY PLUMBING AIR & ELEC     |               |                                    |                    |                          | 527          |
| V7-00178                | 1          | ISSUE WITH HEAT PUMP                    | 369.00        | 502-4-44000-6007                   | Expenditure        |                          | 3 1          |
|                         |            |                                         |               | REPAIR & MAINT. SUPPLIES-RUT. CRK. |                    |                          |              |
| 7362                    | 09/23/26   | LARRY005 LARRYS TIRE & AUTO REPAIR      |               |                                    |                    |                          | 527          |
| V7-00179                | 1          | STATE INSPECTION 2014 RAM               | 20.00         | 501-4-44000-6009                   | Expenditure        |                          | 4 1          |
|                         |            |                                         |               | VEHICLE & EQUIP SUPPLIES           |                    |                          |              |
| V7-00180                | 1          | 2023 FORD EXP OIL CHG/SERVICE           | 441.87        | 100-4-31100-6009                   | Expenditure        |                          | 5 1          |
|                         |            |                                         |               | VEHICLE/POWER EQUIPMENT SUPPLIES   |                    |                          |              |
|                         |            |                                         | <u>461.87</u> |                                    |                    |                          |              |
| 7363                    | 09/23/26   | PACEA005 PACE ANALYTICAL SERVICES, INC. |               |                                    |                    |                          | 527          |
| V7-00181                | 1          | 2630704494                              | 247.00        | 502-4-44000-3140                   | Expenditure        |                          | 6 1          |
|                         |            |                                         |               | TESTING SERVICES                   |                    |                          |              |
| V7-00182                | 1          | 2630704690                              | 247.00        | 502-4-44000-3140                   | Expenditure        |                          | 7 1          |
|                         |            |                                         |               | TESTING SERVICES                   |                    |                          |              |
| V7-00183                | 1          | 2630705124                              | 247.00        | 502-4-44000-3140                   | Expenditure        |                          | 8 1          |
|                         |            |                                         |               | TESTING SERVICES                   |                    |                          |              |
|                         |            |                                         | <u>741.00</u> |                                    |                    |                          |              |
| 7364                    | 09/23/26   | TMOBI005 T-MOBILE                       |               |                                    |                    |                          | 527          |
| V7-00184                | 1          | 7/15-8/14 PP                            | 379.26        | 100-4-31100-5230                   | Expenditure        |                          | 9 1          |
|                         |            |                                         |               | TELECOMMUNICATIONS                 |                    |                          |              |
| 7365                    | 09/23/26   | TMOBI005 T-MOBILE                       |               |                                    |                    |                          | 527          |
| V7-00185                | 1          | 8/15-9/14 PP                            | 379.20        | 100-4-31100-5230                   | Expenditure        |                          | 10 1         |
|                         |            |                                         |               | TELECOMMUNICATIONS                 |                    |                          |              |
| 7366                    | 09/25/26   | ALLST005 ALL STATE ASPHALT AND CONCRETE |               |                                    |                    |                          | 529          |
| V7-00195                | 1          | PD PARKING LOT                          | 16,500.00     | 100-4-12110-8000                   | Expenditure        |                          | 1 1          |
|                         |            |                                         |               | CAPITAL EQUIPMENT                  |                    |                          |              |
| 7367                    | 09/29/26   | POSTM005 POSTMASTER, AMHERST            |               |                                    |                    |                          | 530          |
| V7-00196                | 1          | SEPTEMBER BILLS                         | 360.53        | 501-4-12420-5210                   | Expenditure        |                          | 1 1          |
|                         |            |                                         |               | POSTAGE                            |                    |                          |              |
| V7-00196                | 2          | SEPTEMBER BILLS                         | 360.52        | 502-4-12420-5210                   | Expenditure        |                          | 2 1          |
|                         |            |                                         |               | POSTAGE                            |                    |                          |              |
|                         |            |                                         | <u>721.05</u> |                                    |                    |                          |              |
| <hr/>                   |            |                                         |               |                                    |                    |                          |              |
| Checking Account Totals |            |                                         |               |                                    |                    |                          |              |
|                         |            | <u>Paid</u>                             | <u>Void</u>   | <u>Amount Paid</u>                 | <u>Amount Void</u> |                          |              |
|                         |            | Checks: 36                              | 0             | 119,423.09                         | 0.00               |                          |              |
|                         |            | Direct Deposit: 0                       | 0             | 0.00                               | 0.00               |                          |              |
|                         |            | Total: 36                               | 0             | 119,423.09                         | 0.00               |                          |              |
| <hr/>                   |            |                                         |               |                                    |                    |                          |              |
| GENERAL-ACH             |            | VENDOR ACH PAYMENTS                     |               |                                    |                    |                          |              |
| 454                     | 09/03/26   | ANTW005 BENCHMARK SYSTEMS, INC.         |               | Direct Deposit                     |                    |                          | 522          |
| V7-00134                | 1          | SEPTEMBER RETAINER                      | 300.00        | 100-4-12510-3150                   | Expenditure        |                          | 4 1          |
|                         |            |                                         |               | I.T. SERVICES                      |                    |                          |              |
| V7-00135                | 1          | MAINTENANCE SHOP TO FIREFLY             | 437.50        | 100-4-12510-3150                   | Expenditure        |                          | 5 1          |
|                         |            |                                         |               | I.T. SERVICES                      |                    |                          |              |
| V7-00136                | 1          | VENTRIS EMAIL                           | 31.25         | 100-4-12510-3150                   | Expenditure        |                          | 6 1          |
|                         |            |                                         |               | I.T. SERVICES                      |                    |                          |              |

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|-------------------------------------------|------------|----------------------------------------|------------------|--------------------------|--------------|--------------------------|---------|------|
| PO #                                      | Item       | Description                            |                  |                          |              |                          | Ref Seq | Acct |
| GENERAL-ACH VENDOR ACH PAYMENTS Continued |            |                                        |                  |                          |              |                          |         |      |
| 454                                       | BENCHMARK  | SYSTEMS, INC.                          | Continued        |                          |              |                          |         |      |
| V7-00137                                  | 1          | ROBERT MEYERS EMAIL                    | 62.50            | 100-4-12510-3150         | Expenditure  |                          | 7       | 1    |
|                                           |            |                                        |                  | I.T. SERVICES            |              |                          |         |      |
| V7-00138                                  | 1          | SERVER                                 | 70.00            | 100-4-12510-3150         | Expenditure  |                          | 8       | 1    |
|                                           |            |                                        |                  | I.T. SERVICES            |              |                          |         |      |
| V7-00139                                  | 1          | DANTE LOCK OUT                         | 70.00            | 100-4-12510-3150         | Expenditure  |                          | 9       | 1    |
|                                           |            |                                        |                  | I.T. SERVICES            |              |                          |         |      |
|                                           |            |                                        | <u>971.25</u>    |                          |              |                          |         |      |
| 455                                       | 09/03/26   | UNIVA005 UNIVAR                        |                  | Direct Deposit           |              |                          | 522     |      |
| V7-00128                                  | 1          | WTP CHEMICAL                           | 6,944.93         | 501-4-44000-6051         | Expenditure  |                          | 1       | 1    |
|                                           |            |                                        |                  | CHEMICALS                |              |                          |         |      |
| 456                                       | 09/03/26   | WASTE005 WASTECO LLC                   |                  | Direct Deposit           |              |                          | 522     |      |
| V7-00132                                  | 1          | 9/1-9/30 SERVICES                      | 11,972.00        | 514-4-43200-3160         | Expenditure  |                          | 2       | 1    |
|                                           |            |                                        |                  | COLLECTION IN-TOWN       |              |                          |         |      |
| V7-00132                                  | 2          | 9/1-9/30 SERVICES                      | 1,732.00         | 514-4-43200-3170         | Expenditure  |                          | 3       | 1    |
|                                           |            |                                        |                  | COLLECTION OUT OF TOWN   |              |                          |         |      |
|                                           |            |                                        | <u>13,704.00</u> |                          |              |                          |         |      |
| 457                                       | 09/11/26   | SANDS005 SANDS ANDERSON PC             |                  | Direct Deposit           |              |                          | 524     |      |
| V7-00157                                  | 1          | AUGUST 2026                            | 1,407.10         | 100-4-12210-3150         | Expenditure  |                          | 1       | 1    |
|                                           |            |                                        |                  | TOWN ATTORNEY            |              |                          |         |      |
| V7-00157                                  | 2          | AUGUST 2026                            | 123.00           | 100-4-12110-8000         | Expenditure  |                          | 2       | 1    |
|                                           |            |                                        |                  | CAPITAL EQUIPMENT        |              |                          |         |      |
|                                           |            |                                        | <u>1,530.10</u>  |                          |              |                          |         |      |
| 458                                       | 09/11/26   | USABL005 USA BLUE BOOK                 |                  | Direct Deposit           |              |                          | 524     |      |
| V7-00159                                  | 1          | LEAK DETECTION DEVICE                  | 2,645.00         | 501-4-45000-6007         | Expenditure  |                          | 5       | 1    |
|                                           |            |                                        |                  | REPAIR & MAINT. SUPPLIES |              |                          |         |      |
| 459                                       | 09/11/26   | VUPS0005 VA UTILITY PROTECTION SERVICE |                  | Direct Deposit           |              |                          | 524     |      |
| V7-00160                                  | 1          | VA 811 TICKETS                         | 60.00            | 501-4-45000-5130         | Expenditure  |                          | 6       | 1    |
|                                           |            |                                        |                  | MISS UTILITY             |              |                          |         |      |
| 460                                       | 09/11/26   | WWASS005 WW ASSOCIATES                 |                  | Direct Deposit           |              |                          | 524     |      |
| V7-00158                                  | 1          | RETAINER                               | 250.00           | 501-4-44000-3150         | Expenditure  |                          | 3       | 1    |
|                                           |            |                                        |                  | PROFESSIONAL SVCS        |              |                          |         |      |
| V7-00158                                  | 2          | RETAINER                               | 250.00           | 502-4-44000-3150         | Expenditure  |                          | 4       | 1    |
|                                           |            |                                        |                  | PROFESSIONAL SVCS        |              |                          |         |      |
|                                           |            |                                        | <u>500.00</u>    |                          |              |                          |         |      |
| 461                                       | 09/18/26   | ANTWO005 BENCHMARK SYSTEMS, INC.       |                  | Direct Deposit           |              |                          | 526     |      |
| V7-00173                                  | 1          | OFFICE                                 | 716.10           | 100-4-12510-5600         | Expenditure  |                          | 3       | 1    |
|                                           |            |                                        |                  | MICROSOFT OFFICE SERVICE |              |                          |         |      |
| 462                                       | 09/18/26   | CIVIC005 CIVICPLUS, LLC.               |                  | Direct Deposit           |              |                          | 526     |      |
| V7-00162                                  | 1          | WEBSITE ADA COMPLIANCE                 | 4,924.80         | 100-4-12510-3340         | Expenditure  |                          | 1       | 1    |
|                                           |            |                                        |                  | WEBSITE MAINTENANCE      |              |                          |         |      |

| Check #                                   | Check Date | Vendor                    | Amount Paid | Charge Account                  | Account Type | Reconciled/Void Contract | Ref Num | Ref Seq | Acct |
|-------------------------------------------|------------|---------------------------|-------------|---------------------------------|--------------|--------------------------|---------|---------|------|
| PO #                                      | Item       | Description               |             |                                 |              |                          |         |         |      |
| GENERAL-ACH VENDOR ACH PAYMENTS Continued |            |                           |             |                                 |              |                          |         |         |      |
| 463                                       | 09/18/26   | CMCSU005 CMC SUPPLY, INC. |             | Direct Deposit                  |              |                          | 526     |         |      |
| V7-00163                                  | 1          | TAPPING SADDLE            | 159.57      | 501-4-45000-6007                | Expenditure  |                          | 2       | 1       |      |
|                                           |            |                           |             | REPAIR & MAINT. SUPPLIES        |              |                          |         |         |      |
| 464                                       | 09/18/26   | WASTE005 WASTECO LLC      |             | Direct Deposit                  |              |                          | 526     |         |      |
| V7-00175                                  | 1          | HAULED SLUDGE             | 1,020.60    | 502-4-44000-3120                | Expenditure  |                          | 4       | 1       |      |
|                                           |            |                           |             | SLUDGE & TRASH REMOVAL-RUT CRK. |              |                          |         |         |      |
| 465                                       | 09/23/26   | UNIVA005 UNIVAR           |             | Direct Deposit                  |              |                          | 528     |         |      |
| V7-00190                                  | 1          | CHEM SUPPLY               | 601.02      | 501-4-44000-6051                | Expenditure  |                          | 43      | 1       |      |
|                                           |            |                           |             | CHEMICALS                       |              |                          |         |         |      |
| V7-00191                                  | 1          | CHEM SUPPLY               | 3,279.65    | 501-4-44000-6051                | Expenditure  |                          | 44      | 1       |      |
|                                           |            |                           |             | CHEMICALS                       |              |                          |         |         |      |
| V7-00192                                  | 1          | CHEM SUPPLY               | 985.59      | 501-4-44000-6051                | Expenditure  |                          | 45      | 1       |      |
|                                           |            |                           |             | CHEMICALS                       |              |                          |         |         |      |
|                                           |            |                           | 4,866.26    |                                 |              |                          |         |         |      |
| 466                                       | 09/23/26   | USABL005 USA BLUE BOOK    |             | Direct Deposit                  |              |                          | 528     |         |      |
| V7-00193                                  | 1          | WTP LAB                   | 1,077.00    | 501-4-44000-6004                | Expenditure  |                          | 46      | 1       |      |
|                                           |            |                           |             | LAB SUPPLIES                    |              |                          |         |         |      |
| V7-00194                                  | 1          | WWTP LAB                  | 91.95       | 502-4-44000-6004                | Expenditure  |                          | 47      | 1       |      |
|                                           |            |                           |             | LAB SUPPLIES                    |              |                          |         |         |      |
|                                           |            |                           | 1,168.95    |                                 |              |                          |         |         |      |
| 467                                       | 09/23/26   | VACOR005 VACORP           |             | Direct Deposit                  |              |                          | 528     |         |      |
| V7-00186                                  | 1          | SEPT 26 HYBRID DISABILITY | 23.41       | 502-4-44000-2500                | Expenditure  |                          | 1       | 1       |      |
|                                           |            |                           |             | LONG-TERM DISABILITY            |              |                          |         |         |      |
| V7-00186                                  | 2          | SEPT 26 HYBRID DISABILITY | 18.88       | 501-4-44000-2500                | Expenditure  |                          | 2       | 1       |      |
|                                           |            |                           |             | LONG-TERM DISABILITY            |              |                          |         |         |      |
| V7-00186                                  | 3          | SEPT 26 HYBRID DISABILITY | 1.71        | 100-4-43200-2500                | Expenditure  |                          | 3       | 1       |      |
|                                           |            |                           |             | HYBRID DISABILITY               |              |                          |         |         |      |
| V7-00186                                  | 4          | SEPT 26 HYBRID DISABILITY | 8.65        | 501-4-45000-2500                | Expenditure  |                          | 4       | 1       |      |
|                                           |            |                           |             | HYBRID DISABILITY               |              |                          |         |         |      |
| V7-00186                                  | 5          | SEPT 26 HYBRID DISABILITY | 8.65        | 502-4-45000-2500                | Expenditure  |                          | 5       | 1       |      |
|                                           |            |                           |             | HYBRID DISABILITY               |              |                          |         |         |      |
| V7-00186                                  | 6          | SEPT 26 HYBRID DISABILITY | 0.19        | 514-4-45000-2500                | Expenditure  |                          | 6       | 1       |      |
|                                           |            |                           |             | DISABILITY                      |              |                          |         |         |      |
| V7-00186                                  | 7          | SEPT 26 HYBRID DISABILITY | 18.73       | 100-4-12420-2500                | Expenditure  |                          | 7       | 1       |      |
|                                           |            |                           |             | HYBRID DISABILITY               |              |                          |         |         |      |
| V7-00186                                  | 8          | SEPT 26 HYBRID DISABILITY | 17.22       | 501-4-12420-2500                | Expenditure  |                          | 8       | 1       |      |
|                                           |            |                           |             | HYBRID DISABILITY               |              |                          |         |         |      |
| V7-00186                                  | 9          | SEPT 26 HYBRID DISABILITY | 13.44       | 502-4-12420-2500                | Expenditure  |                          | 9       | 1       |      |
|                                           |            |                           |             | HYBRID DISABILITY               |              |                          |         |         |      |
| V7-00186                                  | 10         | SEPT 26 HYBRID DISABILITY | 0.74        | 514-4-12420-2500                | Expenditure  |                          | 10      | 1       |      |
|                                           |            |                           |             | HYBRID DISABILITY               |              |                          |         |         |      |
| V7-00186                                  | 11         | SEPT 26 HYBRID DISABILITY | 15.54       | 100-4-12110-2500                | Expenditure  |                          | 11      | 1       |      |
|                                           |            |                           |             | STD/LONG-TERM DISABILITY        |              |                          |         |         |      |
| V7-00186                                  | 12         | SEPT 26 HYBRID DISABILITY | 23.02       | 501-4-12110-2500                | Expenditure  |                          | 12      | 1       |      |
|                                           |            |                           |             | STD/LONG-TERM DISABILITY        |              |                          |         |         |      |
| V7-00186                                  | 13         | SEPT 26 HYBRID DISABILITY | 17.27       | 502-4-12110-2500                | Expenditure  |                          | 13      | 1       |      |
|                                           |            |                           |             | STD/LONG-TERM DISABILITY        |              |                          |         |         |      |

| Check #             | Check Date | Vendor                      | Amount Paid | Charge Account           | Account Type | Reconciled/Void Contract | Ref Num |      |
|---------------------|------------|-----------------------------|-------------|--------------------------|--------------|--------------------------|---------|------|
| PO #                | Item       | Description                 |             |                          |              |                          | Ref Seq | Acct |
| GENERAL-ACH         |            |                             |             |                          |              |                          |         |      |
| VENDOR ACH PAYMENTS |            |                             | Continued   |                          |              |                          |         |      |
| 467                 | VACORP     | Continued                   |             |                          |              |                          |         |      |
| V7-00186            | 14         | SEPT 26 HYBRID DISABILITY   | 1.73        | 514-4-12110-2500         | Expenditure  |                          | 14      | 1    |
|                     |            |                             |             | STD/LONG-TERM DISABILITY |              |                          |         |      |
|                     |            |                             | 169.18      |                          |              |                          |         |      |
| 468                 | 09/23/26   | VACOR005 VACORP             |             | Direct Deposit           |              |                          | 528     |      |
| V7-00187            | 1          | AUGUST 26 HYBRID DISABILITY | 23.41       | 502-4-44000-2500         | Expenditure  |                          | 15      | 1    |
|                     |            |                             |             | LONG-TERM DISABILITY     |              |                          |         |      |
| V7-00187            | 2          | AUGUST 26 HYBRID DISABILITY | 41.83       | 501-4-44000-2500         | Expenditure  |                          | 16      | 1    |
|                     |            |                             |             | LONG-TERM DISABILITY     |              |                          |         |      |
| V7-00187            | 3          | AUGUST 26 HYBRID DISABILITY | 1.71        | 100-4-43200-2500         | Expenditure  |                          | 17      | 1    |
|                     |            |                             |             | HYBRID DISABILITY        |              |                          |         |      |
| V7-00187            | 4          | AUGUST 26 HYBRID DISABILITY | 8.65        | 501-4-45000-2500         | Expenditure  |                          | 18      | 1    |
|                     |            |                             |             | HYBRID DISABILITY        |              |                          |         |      |
| V7-00187            | 5          | AUGUST 26 HYBRID DISABILITY | 8.65        | 502-4-45000-2500         | Expenditure  |                          | 19      | 1    |
|                     |            |                             |             | HYBRID DISABILITY        |              |                          |         |      |
| V7-00187            | 6          | AUGUST 26 HYBRID DISABILITY | 0.19        | 514-4-45000-2500         | Expenditure  |                          | 20      | 1    |
|                     |            |                             |             | DISABILITY               |              |                          |         |      |
| V7-00187            | 7          | AUGUST 26 HYBRID DISABILITY | 18.73       | 100-4-12420-2500         | Expenditure  |                          | 21      | 1    |
|                     |            |                             |             | HYBRID DISABILITY        |              |                          |         |      |
| V7-00187            | 8          | AUGUST 26 HYBRID DISABILITY | 17.22       | 501-4-12420-2500         | Expenditure  |                          | 22      | 1    |
|                     |            |                             |             | HYBRID DISABILITY        |              |                          |         |      |
| V7-00187            | 9          | AUGUST 26 HYBRID DISABILITY | 13.44       | 502-4-12420-2500         | Expenditure  |                          | 23      | 1    |
|                     |            |                             |             | HYBRID DISABILITY        |              |                          |         |      |
| V7-00187            | 10         | AUGUST 26 HYBRID DISABILITY | 0.74        | 514-4-12420-2500         | Expenditure  |                          | 24      | 1    |
|                     |            |                             |             | HYBRID DISABILITY        |              |                          |         |      |
| V7-00187            | 11         | AUGUST 26 HYBRID DISABILITY | 15.54       | 100-4-12110-2500         | Expenditure  |                          | 25      | 1    |
|                     |            |                             |             | STD/LONG-TERM DISABILITY |              |                          |         |      |
| V7-00187            | 12         | AUGUST 26 HYBRID DISABILITY | 23.02       | 501-4-12110-2500         | Expenditure  |                          | 26      | 1    |
|                     |            |                             |             | STD/LONG-TERM DISABILITY |              |                          |         |      |
| V7-00187            | 13         | AUGUST 26 HYBRID DISABILITY | 17.27       | 502-4-12110-2500         | Expenditure  |                          | 27      | 1    |
|                     |            |                             |             | STD/LONG-TERM DISABILITY |              |                          |         |      |
| V7-00187            | 14         | AUGUST 26 HYBRID DISABILITY | 1.73        | 514-4-12110-2500         | Expenditure  |                          | 28      | 1    |
|                     |            |                             |             | STD/LONG-TERM DISABILITY |              |                          |         |      |
|                     |            |                             | 192.13      |                          |              |                          |         |      |
| 469                 | 09/23/26   | VACOR005 VACORP             |             | Direct Deposit           |              |                          | 528     |      |
| V7-00188            | 1          | JULY HYBRID DISABILITY      | 23.41       | 502-4-44000-2500         | Expenditure  |                          | 29      | 1    |
|                     |            |                             |             | LONG-TERM DISABILITY     |              |                          |         |      |
| V7-00188            | 2          | JULY HYBRID DISABILITY      | 41.83       | 501-4-44000-2500         | Expenditure  |                          | 30      | 1    |
|                     |            |                             |             | LONG-TERM DISABILITY     |              |                          |         |      |
| V7-00188            | 3          | JULY HYBRID DISABILITY      | 1.71        | 100-4-43200-2500         | Expenditure  |                          | 31      | 1    |
|                     |            |                             |             | HYBRID DISABILITY        |              |                          |         |      |
| V7-00188            | 4          | JULY HYBRID DISABILITY      | 8.65        | 501-4-45000-2500         | Expenditure  |                          | 32      | 1    |
|                     |            |                             |             | HYBRID DISABILITY        |              |                          |         |      |
| V7-00188            | 5          | JULY HYBRID DISABILITY      | 8.65        | 502-4-45000-2500         | Expenditure  |                          | 33      | 1    |
|                     |            |                             |             | HYBRID DISABILITY        |              |                          |         |      |
| V7-00188            | 6          | JULY HYBRID DISABILITY      | 0.19        | 514-4-45000-2500         | Expenditure  |                          | 34      | 1    |
|                     |            |                             |             | DISABILITY               |              |                          |         |      |
| V7-00188            | 7          | JULY HYBRID DISABILITY      | 18.73       | 100-4-12420-2500         | Expenditure  |                          | 35      | 1    |
|                     |            |                             |             | HYBRID DISABILITY        |              |                          |         |      |



| Totals by Year-Fund |       |              |               |           |            |
|---------------------|-------|--------------|---------------|-----------|------------|
| Fund Description    | Fund  | Expend Total | Revenue Total | G/L Total | Total      |
| GENERAL FUND        | 7-100 | 34,654.68    | 0.00          | 0.00      | 34,654.68  |
| WATER FUND          | 7-501 | 75,221.21    | 0.00          | 0.00      | 75,221.21  |
| SEWER FUND          | 7-502 | 32,943.95    | 0.00          | 0.00      | 32,943.95  |
| GARBAGE FUND        | 7-514 | 13,710.25    | 0.00          | 0.00      | 13,710.25  |
| IDA FUND            | 7-701 | 2,658.00     | 0.00          | 0.00      | 2,658.00   |
| Total of All Funds: |       | 159,188.09   | 0.00          | 0.00      | 159,188.09 |

| Totals by Fund      |      |              |               |           |            |
|---------------------|------|--------------|---------------|-----------|------------|
| Fund Description    | Fund | Expend Total | Revenue Total | G/L Total | Total      |
| GENERAL FUND        | 100  | 34,654.68    | 0.00          | 0.00      | 34,654.68  |
| WATER FUND          | 501  | 75,221.21    | 0.00          | 0.00      | 75,221.21  |
| SEWER FUND          | 502  | 32,943.95    | 0.00          | 0.00      | 32,943.95  |
| GARBAGE FUND        | 514  | 13,710.25    | 0.00          | 0.00      | 13,710.25  |
| IDA FUND            | 701  | 2,658.00     | 0.00          | 0.00      | 2,658.00   |
| Total of All Funds: |      | 159,188.09   | 0.00          | 0.00      | 159,188.09 |

| Fund Description    | Fund  | Current    | Prior Rcvd | Prior Open | Paid Prior | Fund Total |
|---------------------|-------|------------|------------|------------|------------|------------|
| GENERAL FUND        | 7-100 | 34,654.68  | 0.00       | 0.00       | 0.00       | 34,654.68  |
| WATER FUND          | 7-501 | 75,221.21  | 0.00       | 0.00       | 0.00       | 75,221.21  |
| SEWER FUND          | 7-502 | 32,943.95  | 0.00       | 0.00       | 0.00       | 32,943.95  |
| GARBAGE FUND        | 7-514 | 13,710.25  | 0.00       | 0.00       | 0.00       | 13,710.25  |
| IDA FUND            | 7-701 | 2,658.00   | 0.00       | 0.00       | 0.00       | 2,658.00   |
| Total of All Funds: |       | 159,188.09 | 0.00       | 0.00       | 0.00       | 159,188.09 |

## Town Manager Report to Council September, 2026

### Projects

- Pedestrian Access Improvement Project; The resolutions have been passed, the application is in, and now we wait. The County worked with the Town to get the application submitted and scoring should be completed in January.
- Water Withdrawal Permit: The permit has been completed and staff will now begin work on the compliance process for the permit. With the start of the new fiscal year, we are beginning work on the items required for compliance. Mr. White is working on plans for the valve for Thrasher's and the gage measurement for our intake dam.
- Use of Thrasher's Lake: We have been pumping for the lake for one week. Approximate daily flow is 500,000 gallons per day.
- Poplar Grove Sewer Line: The agreement with the railroad for the line crossing has been signed and Poplar Grove is continuing its work on the design.
- Park Master Planning Process: The second park use survey has closed and Council will receive a presentation at the Council meeting. The next step is a public meeting to receive input from any who would like to participate in person. After that time, we will begin work on the site plan.

### On-going activities

- Additional flow from Thrasher's and last weekend's rain has made water treatment and our daily intake from the river better.

### Land Development Activity

#### **Zoning Ordinance Changes:**

- Parking Space Requirements for Shopping Centers- The Planning Commission has set a public hearing to review a change to the standard number of spaces required for shopping centers. Staff requests that the Council also set a hearing for the November meeting.

#### **Zoning Cases:**

- McCafferty SUP- Susan McCafferty has requested a Special Use Permit for a bed and breakfast at 214 Waughs Ferry Road. The Planning Commission has heard the case and recommends approval. The Council public hearing is set for this meeting.

- **Site Plans:**
- Amherst Woods- end of Whitehead Drive, 78 unit townhouse development, awaiting final HOA documents and easements
- Cedar Street Patio Homes- end of Cedar Street, 20 semi-detached units (PUD zoning designation requires site plan approval), Commission has granted conditional approval upon approval by all agencies.

**Subdivisions:**

- Amherst Woods- awaiting HOA documents and easements
- Cedar Street- conditionally approved
- Amendment to Dulwich Acres- approved.

**Zoning Complaints/Violations/BZA Actions:**

- None

**Approved Zoning Certificates:**

| Date:     | Type of Permit:                                    | Address:           |
|-----------|----------------------------------------------------|--------------------|
| 8/21/2026 | Zoning Permit for new garage                       | 146 Gregory Lane   |
| 8/12/2026 | Zoning Certificate for construction of a new shed  | 128 Walnut Street  |
| 8/14/2026 | Approved Sign Permit (Montague Miller)             | 198 S. Main Street |
| 8/14/2026 | Change in use for a home based business            | 271 S. Main Street |
| 8/20/2026 | Change in use for a new restaurant                 | 202 S. Main Street |
| 9/15/2026 | Change in use for a new business (Make -n- Mingle) | 126 Second Street  |
| 9/15/2026 | Sign Permit for Make -n- Mingle                    | 126 Second Street  |

Upcoming Council Meetings

- Board of Zoning Appeals recommendation
- Appearance from Leslie Sprouse, Tourism (November meeting)
- Cannabis ordinance amendments
- Water withdrawal agreement with the County
- Property Maintenance Board appointment
- Economic Development Authority appointment
- Drought Ordinance Revisions (to be done after DEQ approval of the Drought Management Plan)

- Park Master Planning Process
- Comprehensive Plan update
- Redone Sign Ordinance
- Potential revision to nuisance ordinance

#### **Future Worksession Topics with Possible Months**

Golf Carts/ATV's

Noise Ordinance

Sign Ordinance

Cannabis Ordinance



## SEPTEMBER 2026 MONTHLY REPORT

| CALLS FOR SERVICE        | NUMBER |
|--------------------------|--------|
| MOTORIST ASSIST          | 13     |
| ALARM                    | 12     |
| PHONE COMPLAINT          | 34     |
| BOLO                     | 12     |
| MISSING PERSON / RUNAWAY |        |
| LARCENY                  | 5      |
| PROBLEM WITH OTHERS      | 7      |
| DOMESTIC VIOLENCE        |        |
| CHECK WELFARE            | 4      |
| ANIMAL COMP.             | 4      |
| TRAFFIC CRASH            | 12     |
| FIRE / EMS CALLS         | 6      |
| DEATH INVESTIGATION      |        |
| SUSPICIOUS PERSON        | 3      |
| NOISE                    | 3      |
| CALLS AT AMBRIAR         | 2      |

| TRAFFIC WARNINGS          | NUMBER |
|---------------------------|--------|
| SPEEDING                  | 10     |
| EQUIPMENT VIOLATION       | 2      |
| RECKLESS DRIVING          |        |
| SUSPENDED LICENSE         | 1      |
| INSPECTION / REGISTRATION | 5      |
| SEAT BELT / TEXTING       |        |
| ALL OTHER VIOLATIONS      | 5      |

| OTHER                           | NUMBER |
|---------------------------------|--------|
| ASSIST OTHER OFFICER            | 23     |
| ASSIST OTHER AGENCY             | 31     |
| COURT                           | 5      |
| REPORTS                         | 7      |
| CAREER DEVELOPMENT / IN-SERVICE | 3      |
| MEETINGS                        | 2      |
| TOWED / IMPOUNDED VEH           |        |

| OFFICER INITIATED          | NUMBER |
|----------------------------|--------|
| BUILDING CHECKS            | 47     |
| BUSINESS VISIT             | 118    |
| BUILDING SEARCH            |        |
| PROPERTY WALK AROUNDS      | 11     |
| EXTRA PATROLS / PARKS      | 148    |
| SEARCH WARRANT             | 1      |
| TRAFFIC SUMMONS            | 20     |
| WARRANT SERVICE            | 7      |
| WARRANTS OBTAINED          | 5      |
| PARKING TICKETS            |        |
| MISD. INVESTIGATION        | 1      |
| FELONY INVESTIGATION       | 3      |
| NARCOTICS INVESTIGATION    | 1      |
| OTHER COMPLAINTS           | 28     |
| IN TOWN COMMUNITY POLICING | 5      |
| CITIZEN CONTACT            | 512    |

| TRAFFIC STOPS TICKETED  | NUMBER |
|-------------------------|--------|
| SPEEDING                | 6      |
| EQUIPMENT VIOLATION     | 1      |
| RECKLESS DRIVING        | 1      |
| SUSPENDED LICENSE       |        |
| INSPECTION/REGISTRATION | 3      |
| SEAT BELT / TEXTING     |        |
| ALL OTHER VIOLATIONS    | 12     |

| ARREST              | NUMBER |
|---------------------|--------|
| MISDEMEANOR         | 4      |
| FELONY              |        |
| EPO / PPO           | 3      |
| ECO                 |        |
| NARCOTICS VIOLATION |        |
| DUI / DUID          | 1      |
| DRUNK IN PUBLIC     |        |



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

#### **MONTH OF SEPTEMBER ACTIVITIES:**

296 Calls for Service

09/01/2026- Captain Robinson met with the Amherst Fire Department regarding their needs for the upcoming event.

09/09/2026- Chief Watts attended the Council Meeting.

09/11/2026- Chief Watts attended the After Council Meeting.

09/13/2026 - 9/15/2026- Officer Clarkson was summonsed to Huston Texas to be a witness in a murder trial.

09/14/2026 - 09/18/2026- Cpt Robinson attended Command College.

09/26/2026- Officer Clarkson, Reserve Officer Hubbard and Reserve Officer Taylor assisted with the Amherst Fire Department Event.



### **AFTER HOURS CALLS**

|            |                   |                 |                |
|------------|-------------------|-----------------|----------------|
| 09/01/2026 | Ambriar           | Susp. Vehicle   | Advice         |
| 09/03/2026 | S. Main/Garland   | Loose Dog       | No Disposition |
| 09/05/2026 | Newington Dr.     | Problem w/other | Advice         |
| 09/09/2026 | Loch Lane         | Poss. DUI       | GOA            |
| 09/09/2026 | Loch Lane         | Phone Comp.     | Advice         |
| 09/11/2026 | N. Main/Davis St. | Property Damage | Report         |
| 09/12/2026 | Walnut St.        | 911 Hangup      | Information    |
| 09/14/2026 | Ambriar           | Susp. Person    | Advice         |
| 09/19/2026 | Loch Lane         | Problem w/other | No Disposition |
| 09/23/2026 | Richmond Hwy      | Disabled Veh.   | Unfounded      |
| 09/30/2026 | N. Main           | Road Hazard     | Information    |

### **NOISE COMPLAINT**

|            |               |       |                    |
|------------|---------------|-------|--------------------|
| 09/19/2026 | Grandview Dr. | ATV's | GOA                |
| 09/19/2026 | Grandview Dr. | Music | Asked to turn down |
| 09/19/2026 | Grandview Dr. | Music | Shut down          |



# 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:** Patty Martin  
**Date:** October 1, 2026  
**Re:** September 2026 Monthly Report

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## Monthly Recap

Halloween event planning is well underway, we're excited for another successful event. We have also been preparing for our park community meeting on October 21<sup>st</sup>.

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## Utilities

- September 2026 utility billing total: **\$249,768.02**
  - **Seven** disconnects were completed in August 2026
  - **Three** new account set-ups
  - Our online payment system now includes an **Auto-Pay** feature. Notices were included on monthly utility bills and posted on the Town's Facebook page.
- 

## Accounts Payable

- Total amount of checks issued for August bills, including payroll deductions: **\$159,188.09**
  - Please see the attached report for a complete check listing.
  - The 13,510.56 paid to Valley Automation was due to the VFD breaking in the pump, this is the first half of payment.
  - The 51,875.00 paid to consolidated is the final payment for our AMI meter project.
  - Paving of the PD Parking lot was in our Capital Improvements.
- 

## Meals and Beverage Tax

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

- **19 businesses** submitted a total of **\$66,773.62** in Meals and Beverage Tax for August 2026.
- 

## **Revenue and Expense Report**

- The attached report provides revenue and expense totals for September 2026.
- 

## **License Fee Tax**

- We will be sending out this years bills by the middle of October.
- 

## **Business License Tax**

- We have sent out delinquent notices, collections have begun.

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

10/01/2026  
11:14 AM

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

**Include Non-Anticipated:** Yes

**Year To Date As Of:** 09/30/26

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

**Include Non-Budget:** No

**Current Period:** 09/01/26 to 09/30/26

**Print Zero YTD Activity:** No

**Prior Year:** 09/01/25 to 09/30/25

| Revenue Account  | Description                           | Prior Yr Rev     | Anticipated       | Curr Rev         | YTD Rev          | Excess/Deficit     | % Real    |
|------------------|---------------------------------------|------------------|-------------------|------------------|------------------|--------------------|-----------|
| 100-3-11060-0002 | INTEREST ON DEL TAXES                 | 0.00             | 0.00              | 0.00             | 65.14            | 65.14              | 0         |
|                  | <b>11060 Total</b>                    | <b>0.00</b>      | <b>0.00</b>       | <b>0.00</b>      | <b>65.14</b>     | <b>65.14</b>       | <b>0</b>  |
| 100-3-12010-0001 | LOCAL SALES & USE TAX                 | 11,899.83        | 150,000.00        | 12,385.30        | 39,521.40        | 110,478.60-        | 26        |
|                  | <b>12010 Total</b>                    | <b>11,899.83</b> | <b>150,000.00</b> | <b>12,385.30</b> | <b>39,521.40</b> | <b>110,478.60-</b> | <b>26</b> |
| 100-3-12020-0001 | CONSUMER UTILITY TAX-GAS, ELEC        | 2,239.80         | 25,200.00         | 0.00             | 4,424.11         | 20,775.89-         | 18        |
| 100-3-12020-0002 | ELECTRIC CONSUMPTION TAX              | 1,228.39         | 13,200.00         | 0.00             | 2,782.69         | 10,417.31-         | 21        |
|                  | <b>12020 Total</b>                    | <b>3,468.19</b>  | <b>38,400.00</b>  | <b>0.00</b>      | <b>7,206.80</b>  | <b>31,193.20-</b>  | <b>18</b> |
| 100-3-12030-0006 | BUSINESS LICENSE TAX                  | 30.00            | 225,000.00        | 1,342.00         | 19,954.69        | 205,045.31-        | 9         |
| 100-3-12030-0007 | BUSINESS LIC TAX-INTEREST & PEN       | 0.00             | 4,000.00          | 157.07           | 1,954.02         | 2,045.98-          | 49        |
|                  | <b>12030 Total</b>                    | <b>30.00</b>     | <b>229,000.00</b> | <b>1,499.07</b>  | <b>21,908.71</b> | <b>207,091.29-</b> | <b>9</b>  |
| 100-3-12050-0001 | MOTOR VEHICLE LICENSES                | 0.00             | 41,500.00         | 0.00             | 0.00             | 41,500.00-         | 0         |
| 100-3-12050-0002 | MOTOR VEHICLE LICENSES PENALTIES/INTE | 0.00             | 500.00            | 0.00             | 163.30           | 336.70-            | 33        |
|                  | <b>12050 Total</b>                    | <b>0.00</b>      | <b>42,000.00</b>  | <b>0.00</b>      | <b>163.30</b>    | <b>41,836.70-</b>  | <b>0</b>  |
| 100-3-12060-0001 | BANK STOCK FEE                        | 0.00             | 65,000.00         | 0.00             | 0.00             | 65,000.00-         | 0         |
|                  | <b>12060 Total</b>                    | <b>0.00</b>      | <b>65,000.00</b>  | <b>0.00</b>      | <b>0.00</b>      | <b>65,000.00-</b>  | <b>0</b>  |
| 100-3-12080-0001 | CIGARETTE TAX                         | 0.00             | 30,000.00         | 6,000.00         | 6,000.00         | 24,000.00-         | 20        |
|                  | <b>12080 Total</b>                    | <b>0.00</b>      | <b>30,000.00</b>  | <b>6,000.00</b>  | <b>6,000.00</b>  | <b>24,000.00-</b>  | <b>20</b> |
| 100-3-12100-0001 | LODGING TAX                           | 1,417.78         | 16,000.00         | 1,116.13         | 2,981.65         | 13,018.35-         | 19        |

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

10/01/2026  
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| Revenue Account  | Description               | Prior Yr Rev     | Anticipated       | Curr Rev         | YTD Rev           | Excess/Deficit     | % Real    |
|------------------|---------------------------|------------------|-------------------|------------------|-------------------|--------------------|-----------|
|                  | <b>12100 Total</b>        | <b>1,417.78</b>  | <b>16,000.00</b>  | <b>1,116.13</b>  | <b>2,981.65</b>   | <b>13,018.35-</b>  | <b>18</b> |
| 100-3-12110-0001 | MEALS TAX                 | 67,230.80        | 750,000.00        | 66,773.63        | 201,898.21        | 548,101.79-        | 27        |
| 100-3-12110-0002 | MEALS TAX-PEN & INTEREST  | 0.00             | 1,500.00          | 0.00             | 446.90            | 1,053.10-          | 30        |
|                  | <b>12110 Total</b>        | <b>67,230.80</b> | <b>751,500.00</b> | <b>66,773.63</b> | <b>202,345.11</b> | <b>549,154.89-</b> | <b>26</b> |
| 100-3-13030-0007 | ZONING PERMITS            | 0.00             | 2,000.00          | 250.00           | 750.00            | 1,250.00-          | 38        |
|                  | <b>13030 Total</b>        | <b>0.00</b>      | <b>2,000.00</b>   | <b>250.00</b>    | <b>750.00</b>     | <b>1,250.00-</b>   | <b>37</b> |
| 100-3-14010-0001 | FINES & FORFEITURES       | 1,791.37         | 7,400.00          | 3,083.70         | 5,411.90          | 1,988.10-          | 73        |
|                  | <b>14010 Total</b>        | <b>1,791.37</b>  | <b>7,400.00</b>   | <b>3,083.70</b>  | <b>5,411.90</b>   | <b>1,988.10-</b>   | <b>73</b> |
| 100-3-15010-0001 | INTEREST ON BANK DEPOSITS | 2,085.65         | 45,000.00         | 0.00             | 2,743.73          | 42,256.27-         | 6         |
| 100-3-15010-0002 | INTEREST ON INVESTMENTS   | 13,347.25        | 150,000.00        | 0.00             | 23,452.88         | 126,547.12-        | 16        |
| 100-3-15010-0003 | VIP UNREALIZED GAIN/LOSS  | 79.67-           | 20,000.00         | 0.00             | 2,484.02-         | 22,484.02-         | 12-       |
|                  | <b>15010 Total</b>        | <b>15,353.23</b> | <b>215,000.00</b> | <b>0.00</b>      | <b>23,712.59</b>  | <b>191,287.41-</b> | <b>11</b> |
| 100-3-15020-0005 | TOWER LEASE               | 1,809.86         | 10,859.16         | 0.00             | 1,809.86          | 9,049.30-          | 17        |
|                  | <b>15020 Total</b>        | <b>1,809.86</b>  | <b>10,859.16</b>  | <b>0.00</b>      | <b>1,809.86</b>   | <b>9,049.30-</b>   | <b>16</b> |
| 100-3-16030-0001 | POLICE SECURITY           | 1,076.40         | 5,000.00          | 0.00             | 861.12            | 4,138.88-          | 17        |
|                  | <b>16030 Total</b>        | <b>1,076.40</b>  | <b>5,000.00</b>   | <b>0.00</b>      | <b>861.12</b>     | <b>4,138.88-</b>   | <b>17</b> |
| 100-3-18030-0001 | REFUNDS                   | 798.02           | 5,220.00          | 866.18           | 2,347.36          | 2,872.64-          | 45        |
| 100-3-18030-0005 | RETURNED CHECK FEE        | 0.00             | 1,200.00          | 0.00             | 400.00            | 800.00-            | 33        |
| 100-3-18030-0006 | ACCIDENT REPORTS          | 20.00            | 300.00            | 0.00             | 0.00              | 300.00-            | 0         |
| 100-3-18030-0008 | COLLECTION FEE            | 176.93           | 1,500.00          | 146.19           | 522.84            | 977.16-            | 35        |

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

10/01/2026  
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| Revenue Account  | Description                      | Prior Yr Rev     | Anticipated      | Curr Rev        | YTD Rev          | Excess/Deficit     | % Real    |
|------------------|----------------------------------|------------------|------------------|-----------------|------------------|--------------------|-----------|
|                  | <b>18030 Total</b>               | <b>994.95</b>    | <b>8,220.00</b>  | <b>1,012.37</b> | <b>3,270.20</b>  | <b>4,949.80 -</b>  | <b>39</b> |
| 100-3-18990-0005 | SALE OF SALVAGE/SURPLUS PROPERTY | 481.10           | 0.00             | 0.00            | 0.00             | 0.00               | 0         |
|                  | <b>18990 Total</b>               | <b>481.10</b>    | <b>0.00</b>      | <b>0.00</b>     | <b>0.00</b>      | <b>0.00</b>        | <b>0</b>  |
| 100-3-19020-0005 | DMV STOP FEES                    | 207.35           | 2,000.00         | 102.85          | 130.69           | 1,869.31 -         | 7         |
|                  | <b>19020 Total</b>               | <b>207.35</b>    | <b>2,000.00</b>  | <b>102.85</b>   | <b>130.69</b>    | <b>1,869.31 -</b>  | <b>6</b>  |
| 100-3-22010-0007 | ROLLING STOCK TAX                | 0.00             | 2,800.00         | 0.00            | 3,010.85         | 210.85             | 108       |
| 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                       | 3.76             | 2,000.00         | 0.00            | 0.00             | 2,000.00 -         | 0         |
| 100-3-22010-0030 | COMMUNICATION TAX FROM STATE     | 5,730.52         | 65,000.00        | 0.00            | 9,832.05         | 55,167.95 -        | 15        |
|                  | <b>22010 Total</b>               | <b>5,734.28</b>  | <b>87,255.92</b> | <b>0.00</b>     | <b>30,298.82</b> | <b>56,957.10 -</b> | <b>34</b> |
| 100-3-24010-0001 | DCJS GRANTS                      | 550.00           | 0.00             | 0.00            | 0.00             | 0.00               | 0         |
| 100-3-24010-0003 | STATE POLICE AID                 | 0.00             | 70,448.00        | 0.00            | 17,612.00        | 52,836.00 -        | 25        |
|                  | <b>24010 Total</b>               | <b>550.00</b>    | <b>70,448.00</b> | <b>0.00</b>     | <b>17,612.00</b> | <b>52,836.00 -</b> | <b>25</b> |
| 100-3-24020-0001 | FIRE PROGRAM GRANT               | 0.00             | 15,000.00        | 0.00            | 0.00             | 15,000.00 -        | 0         |
|                  | <b>24020 Total</b>               | <b>0.00</b>      | <b>15,000.00</b> | <b>0.00</b>     | <b>0.00</b>      | <b>15,000.00 -</b> | <b>0</b>  |
| 100-3-41010-0001 | INSURANCE CLAIMS                 | 18,425.85        | 0.00             | 0.00            | 7,187.31         | 7,187.31           | 0         |
|                  | <b>41010 Total</b>               | <b>18,425.85</b> | <b>0.00</b>      | <b>0.00</b>     | <b>7,187.31</b>  | <b>7,187.31</b>    | <b>0</b>  |
| 100-3-41040-0006 | FOIA REQUESTS                    | 0.00             | 0.00             | 125.00          | 250.76           | 250.76             | 0         |
|                  | <b>41040 Total</b>               | <b>0.00</b>      | <b>0.00</b>      | <b>125.00</b>   | <b>250.76</b>    | <b>250.76</b>      | <b>0</b>  |

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

10/01/2026  
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| Revenue Account  | Description                        | Prior Yr Rev      | Anticipated         | Curr Rev         | YTD Rev           | Excess/Deficit       | % Real    |
|------------------|------------------------------------|-------------------|---------------------|------------------|-------------------|----------------------|-----------|
| 100-3-42000-0000 | RESERVE                            | 0.00              | 291,358.23          | 0.00             | 0.00              | 291,358.23-          | 0         |
|                  | <b>42000 RESERVE</b>               | <b>0.00</b>       | <b>291,358.23</b>   | <b>0.00</b>      | <b>0.00</b>       | <b>291,358.23-</b>   | <b>0</b>  |
| 100-3-90000-0000 | Cancel Revenue                     | 0.00              | 0.00                | 0.00             | 75.00             | 75.00                | 0         |
|                  | <b>90000 Cancel Revenue</b>        | <b>0.00</b>       | <b>0.00</b>         | <b>0.00</b>      | <b>75.00</b>      | <b>75.00</b>         | <b>0</b>  |
|                  | <b>3 Total</b>                     | <b>130,470.99</b> | <b>2,036,441.31</b> | <b>92,348.05</b> | <b>371,562.36</b> | <b>1,664,878.95-</b> | <b>18</b> |
|                  | <b>GENERAL FUND Revenue Totals</b> | <b>130,470.99</b> | <b>2,036,441.31</b> | <b>92,348.05</b> | <b>371,562.36</b> | <b>1,664,878.95-</b> | <b>18</b> |

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

10/01/2026  
11:14 AM

| <u>Expenditure Account</u> | <u>Description</u>              | <u>Prior Yr Expd</u> | <u>Budgeted</u>  | <u>Current Expd</u> | <u>YTD Expended</u> | <u>Unexpended</u> | <u>% Expd</u> |
|----------------------------|---------------------------------|----------------------|------------------|---------------------|---------------------|-------------------|---------------|
| 100-4-11010-0000           | TOWN COUNCIL                    | 0.00                 | 0.00             | 0.00                | 0.00                | 0.00              | 0             |
| 100-4-11010-1100           | WAGES                           | 800.00               | 11,400.00        | 650.00              | 1,800.00            | 9,600.00          | 16            |
| 100-4-11010-2100           | FICA                            | 61.22                | 872.10           | 49.74               | 137.74              | 734.36            | 16            |
| 100-4-11010-5501           | TRAVEL-MILAGE/HOTELS/CONFERENCE | 0.00                 | 4,000.00         | 0.00                | 545.45              | 3,454.55          | 14            |
|                            | <b>11010 TOWN COUNCIL</b>       | <b>861.22</b>        | <b>16,272.10</b> | <b>699.74</b>       | <b>2,483.19</b>     | <b>13,788.91</b>  | <b>15</b>     |

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

10/01/2026  
11:14 AM

| Expenditure Account | Description                    | Prior Yr Expd    | Budgeted          | Current Expd     | YTD Expended     | Unexpended        | % Expd    |
|---------------------|--------------------------------|------------------|-------------------|------------------|------------------|-------------------|-----------|
| 100-4-12110-0000    | TOWN MANAGER                   | 0.00             | 0.00              | 0.00             | 0.00             | 0.00              | 0         |
| 100-4-12110-1100    | WAGES                          | 4,617.68         | 58,278.46         | 2,716.52         | 9,474.42         | 48,804.04         | 16        |
| 100-4-12110-1300    | PT WAGES                       | 3,518.60         | 44,689.67         | 3,666.44         | 12,740.80        | 31,948.87         | 29        |
| 100-4-12110-2100    | FICA                           | 632.20           | 7,877.06          | 501.28           | 1,739.30         | 6,137.76          | 22        |
| 100-4-12110-2200    | VRS                            | 1,349.63         | 11,737.28         | 788.74           | 2,419.81         | 9,317.47          | 21        |
| 100-4-12110-2300    | HEALTH INSURANCE               | 786.59           | 8,035.20          | 317.06           | 951.52           | 7,083.68          | 12        |
| 100-4-12110-2400    | GROUP LIFE INSURANCE           | 59.10            | 372.98            | 32.06            | 96.20            | 276.78            | 26        |
| 100-4-12110-2500    | STD/LONG-TERM DISABILITY       | 0.00             | 66.35             | 46.62            | 46.62            | 19.73             | 70        |
| 100-4-12110-2600    | UNEMPLOYMENT INSURANCE         | 0.00             | 20.00             | 0.00             | 0.00             | 20.00             | 0         |
| 100-4-12110-2700    | WORKER'S COMP                  | 0.00             | 100.89            | 0.00             | 100.89           | 0.00              | 100       |
| 100-4-12110-3150    | PROFESSIONAL SVCS              | 0.00             | 8,000.00          | 123.35           | 2,730.22         | 5,269.78          | 34        |
| 100-4-12110-3600    | ADVERTISING                    | 117.92           | 2,500.00          | 284.69           | 284.69           | 2,215.31          | 11        |
| 100-4-12110-5000    | CONTINGENCY REQUIREMENT        | 1,803.04         | 61,187.00         | 1,198.00         | 1,349.47         | 59,837.53         | 2         |
| 100-4-12110-5210    | POSTAGE                        | 0.00             | 800.00            | 0.00             | 0.00             | 800.00            | 0         |
| 100-4-12110-5230    | TELECOMMUNICATIONS             | 90.00            | 1,080.00          | 90.00            | 270.00           | 810.00            | 25        |
| 100-4-12110-5307    | CRIME & CYBER INSURANCE        | 0.00             | 2,025.00          | 0.00             | 0.00             | 2,025.00          | 0         |
| 100-4-12110-5501    | TRAVEL-MILAGE/HOTEL/CONFERENCE | 0.00             | 4,500.00          | 0.00             | 552.69           | 3,947.31          | 12        |
| 100-4-12110-5600    | INDEPENDENCE DAY EVENT         | 0.00             | 20,000.00         | 0.00             | 0.00             | 20,000.00         | 0         |
| 100-4-12110-5610    | HALLOWEEN EVENT                | 0.00             | 6,000.00          | 25.00            | 25.00            | 5,975.00          | 0         |
| 100-4-12110-5620    | CHRISTMAS PARADE               | 0.00             | 3,000.00          | 0.00             | 0.00             | 3,000.00          | 0         |
| 100-4-12110-5810    | DUES & MEMBERSHIPS             | 0.00             | 4,000.00          | 0.00             | 3,467.18         | 532.82            | 87        |
| 100-4-12110-8000    | CAPITAL EQUIPMENT              | 0.00             | 106,539.73        | 16,713.00        | 55,845.51        | 50,694.22         | 52        |
|                     | <b>12110 TOWN MANAGER</b>      | <b>12,974.76</b> | <b>350,809.62</b> | <b>26,502.76</b> | <b>92,094.32</b> | <b>258,715.30</b> | <b>26</b> |

Town of Amherst  
Statement of Revenue and Expenditures

| <u>Expenditure Account</u> | <u>Description</u> | <u>Prior Yr Expd</u> | <u>Budgeted</u>  | <u>Current Expd</u> | <u>YTD Expended</u> | <u>Unexpended</u> | <u>% Expd</u> |
|----------------------------|--------------------|----------------------|------------------|---------------------|---------------------|-------------------|---------------|
| 100-4-12210-3150           | TOWN ATTORNEY      | 3,202.00             | 50,000.00        | 1,407.10            | 6,251.60            | 43,748.40         | 12            |
|                            | <b>12210 Total</b> | <b>3,202.00</b>      | <b>50,000.00</b> | <b>1,407.10</b>     | <b>6,251.60</b>     | <b>43,748.40</b>  | <b>12</b>     |

Town of Amherst  
Statement of Revenue and Expenditures

| Expenditure Account | Description         | Prior Yr Expd | Budgeted  | Current Expd | YTD Expended | Unexpended | % Expd |
|---------------------|---------------------|---------------|-----------|--------------|--------------|------------|--------|
| 100-4-12240-3150    | INDEPENDENT AUDITOR | 0.00          | 22,000.00 | 0.00         | 0.00         | 22,000.00  | 0      |
|                     | 12240 Total         | 0.00          | 22,000.00 | 0.00         | 0.00         | 22,000.00  | 0      |

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

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| Expenditure Account | Description                     | Prior Yr Expd   | Budgeted          | Current Expd    | YTD Expended     | Unexpended       | % Expd    |
|---------------------|---------------------------------|-----------------|-------------------|-----------------|------------------|------------------|-----------|
| 100-4-12420-0000    | FINANCE DEPARTMENT              | 0.00            | 0.00              | 0.00            | 0.00             | 0.00             | 0         |
| 100-4-12420-1100    | WAGES                           | 4,582.20        | 42,549.95         | 3,273.08        | 11,376.38        | 31,173.57        | 27        |
| 100-4-12420-1300    | PT WAGES                        | 390.41          | 5,873.82          | 425.43          | 1,468.98         | 4,404.84         | 25        |
| 100-4-12420-2100    | FICA                            | 406.00          | 3,704.42          | 325.98          | 1,114.57         | 2,589.85         | 30        |
| 100-4-12420-2200    | VRS                             | 1,211.21        | 7,509.46          | 808.40          | 2,449.42         | 5,060.04         | 33        |
| 100-4-12420-2300    | HEALTH INSURANCE                | 1,765.64        | 8,123.16          | 811.90          | 2,812.13         | 5,311.03         | 35        |
| 100-4-12420-2400    | GROUP LIFE INSURANCE            | 66.48           | 272.32            | 40.54           | 121.83           | 150.49           | 45        |
| 100-4-12420-2500    | HYBRID DISABILITY               | 0.00            | 224.66            | 56.19           | 56.19            | 168.47           | 25        |
| 100-4-12420-2600    | UNEMPLOYMENT INSURANCE          | 0.00            | 70.00             | 0.00            | 5.29             | 64.71            | 8         |
| 100-4-12420-2700    | WORKER'S COMP                   | 0.00            | 71.63             | 0.00            | 71.63            | 0.00             | 100       |
| 100-4-12420-3009    | DMV STOPS                       | 0.00            | 2,000.00          | 0.00            | 50.00            | 1,950.00         | 2         |
| 100-4-12420-3150    | PROFESSIONAL SVCS               | 0.00            | 8,800.00          | 35.54           | 65.53            | 8,734.47         | 1         |
| 100-4-12420-3160    | BANKING SERVICE CHARGES         | 23.00-          | 1,000.00          | 0.00            | 0.00             | 1,000.00         | 0         |
| 100-4-12420-3170    | VIP MANAGEMENT FEE              | 273.86          | 3,500.00          | 0.00            | 182.85           | 3,317.15         | 5         |
| 100-4-12420-3320    | SERVICE CONTRACTS               | 0.00            | 5,000.00          | 0.00            | 0.00             | 5,000.00         | 0         |
| 100-4-12420-3600    | ADVERTISING                     | 0.00            | 500.00            | 0.00            | 0.00             | 500.00           | 0         |
| 100-4-12420-5210    | POSTAGE                         | 0.00            | 3,600.00          | 0.00            | 45.25            | 3,554.75         | 1         |
| 100-4-12420-5230    | TELECOMMUNICATIONS              | 90.00           | 1,080.00          | 45.00           | 135.00           | 945.00           | 12        |
| 100-4-12420-5400    | TUITION REIMBURSEMENT           | 0.00            | 10,000.00         | 0.00            | 2,581.00         | 7,419.00         | 26        |
| 100-4-12420-5501    | TRAVEL-MILEAGE/HOTEL/CONFERENCE | 80.00           | 2,000.00          | 0.00            | 0.00             | 2,000.00         | 0         |
| 100-4-12420-5810    | DUES & MEMBERSHIPS              | 192.19          | 685.00            | 200.00          | 400.00           | 285.00           | 58        |
| 100-4-12420-6001    | OFFICE SUPPLIES                 | 401.60          | 4,000.00          | 178.24          | 233.44           | 3,766.56         | 6         |
|                     | <b>12420 FINANCE DEPARTMENT</b> | <b>9,436.59</b> | <b>110,564.42</b> | <b>6,200.30</b> | <b>23,169.49</b> | <b>87,394.93</b> | <b>21</b> |

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

10/01/2026  
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| <u>Expenditure Account</u> | <u>Description</u>                  | <u>Prior Yr Expd</u> | <u>Budgeted</u>  | <u>Current Expd</u> | <u>YTD Expended</u> | <u>Unexpended</u> | <u>% Expd</u> |
|----------------------------|-------------------------------------|----------------------|------------------|---------------------|---------------------|-------------------|---------------|
| 100-4-12510-0000           | INFORMATION TECHNOLOGY              | 0.00                 | 0.00             | 0.00                | 0.00                | 0.00              | 0             |
| 100-4-12510-3150           | I.T. SERVICES                       | 764.24               | 15,000.00        | 1,244.29            | 2,817.24            | 12,182.76         | 19            |
| 100-4-12510-3340           | WEBSITE MAINTENANCE                 | 0.00                 | 1,000.00         | 4,924.80            | 5,374.80            | 4,374.80-         | 537           |
| 100-4-12510-5600           | MICROSOFT OFFICE SERVICE            | 0.00                 | 10,000.00        | 716.10              | 2,148.30            | 7,851.70          | 21            |
| 100-4-12510-5610           | TECH CLUB DONATION                  | 0.00                 | 2,000.00         | 0.00                | 0.00                | 2,000.00          | 0             |
| 100-4-12510-6002           | I.T. SUPPLIES                       | 12.99                | 5,000.00         | 12.99               | 822.90              | 4,177.10          | 16            |
| 100-4-12510-8001           | I.T. EQUIPMENT                      | 0.00                 | 20,000.00        | 0.00                | 699.50              | 19,300.50         | 4             |
|                            | <b>12510 INFORMATION TECHNOLOGY</b> | <b>777.23</b>        | <b>53,000.00</b> | <b>6,898.18</b>     | <b>11,862.74</b>    | <b>41,137.26</b>  | <b>22</b>     |

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

10/01/2026  
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| Expenditure Account | Description                     | Prior Yr Expd | Budgeted   | Current Expd | YTD Expended | Unexpended | % Expd |
|---------------------|---------------------------------|---------------|------------|--------------|--------------|------------|--------|
| 100-4-31100-0000    | POLICE DEPARTMENT               | 0.00          | 0.00       | 0.00         | 0.00         | 0.00       | 0      |
| 100-4-31100-1100    | WAGES                           | 36,694.32     | 472,391.28 | 35,196.13    | 122,847.12   | 349,544.16 | 26     |
| 100-4-31100-1200    | OVERTIME                        | 0.00          | 10,000.00  | 676.72       | 1,269.07     | 8,730.93   | 13     |
| 100-4-31100-1300    | PT WAGES                        | 1,150.79      | 32,803.88  | 2,197.00     | 6,064.78     | 26,739.10  | 18     |
| 100-4-31100-1400    | OTHER PAY/HOLIDAY               | 815.12        | 18,006.68  | 1,272.37     | 3,008.65     | 14,998.03  | 17     |
| 100-4-31100-1500    | SECURITY WAGES                  | 0.00          | 5,000.00   | 450.00       | 450.00       | 4,550.00   | 9      |
| 100-4-31100-2100    | FICA                            | 2,804.08      | 40,573.39  | 2,984.97     | 10,048.19    | 30,525.20  | 25     |
| 100-4-31100-2200    | VRS                             | 7,946.68      | 79,480.91  | 6,228.66     | 18,685.98    | 60,794.93  | 24     |
| 100-4-31100-2300    | HEALTH INSURANCE                | 7,419.49      | 90,876.00  | 6,696.00     | 20,768.00    | 70,108.00  | 23     |
| 100-4-31100-2400    | GROUP LIFE INSURANCE            | 452.20        | 3,023.30   | 396.76       | 1,190.28     | 1,833.02   | 39     |
| 100-4-31100-2500    | STD/LONG-TERM DISABILITY        | 0.00          | 132.00     | 0.00         | 0.00         | 132.00     | 0      |
| 100-4-31100-2600    | UNEMPLOYMENT INSURANCE          | 0.00          | 69.53      | 0.00         | 3.87         | 65.66      | 6      |
| 100-4-31100-2700    | WORKER'S COMP                   | 0.00          | 16,428.08  | 0.00         | 16,283.21    | 144.87     | 99     |
| 100-4-31100-2710    | LODA INSURANCE                  | 0.00          | 3,983.00   | 0.00         | 2,531.00     | 1,452.00   | 64     |
| 100-4-31100-3310    | REPAIR & MAINT. SVCS            | 0.00          | 2,000.00   | 0.00         | 0.00         | 2,000.00   | 0      |
| 100-4-31100-3320    | PROFESSIONAL SERVICES           | 0.00          | 5,000.00   | 0.00         | 0.00         | 5,000.00   | 0      |
| 100-4-31100-3400    | CODE RED                        | 0.00          | 2,700.00   | 0.00         | 0.00         | 2,700.00   | 0      |
| 100-4-31100-3600    | ADVERTISING                     | 0.00          | 1,200.00   | 0.00         | 0.00         | 1,200.00   | 0      |
| 100-4-31100-5210    | POSTAGE                         | 0.00          | 500.00     | 0.00         | 0.00         | 500.00     | 0      |
| 100-4-31100-5230    | TELECOMMUNICATIONS              | 679.57        | 11,725.68  | 1,065.77     | 2,059.53     | 9,666.15   | 18     |
| 100-4-31100-5305    | MOTOR VEHICLE INSURANCE         | 0.00          | 3,796.71   | 0.00         | 0.00         | 3,796.71   | 0      |
| 100-4-31100-5306    | OTHER PROPERTY INSURANCE        | 0.00          | 758.53     | 0.00         | 0.00         | 758.53     | 0      |
| 100-4-31100-5400    | TUITION REIMBURSEMENT           | 0.00          | 10,960.00  | 750.00       | 750.00       | 10,210.00  | 7      |
| 100-4-31100-5501    | TRAVEL-MILEAGE/CONFERENCE/HOTEL | 1,395.00      | 3,000.00   | 0.00         | 0.00         | 3,000.00   | 0      |
| 100-4-31100-5800    | FIRE RANGE FEES                 | 0.00          | 3,000.00   | 60.49        | 60.49        | 2,939.51   | 2      |
| 100-4-31100-5801    | ATTORNEY FEES                   | 450.00        | 2,500.00   | 0.00         | 0.00         | 2,500.00   | 0      |
| 100-4-31100-5810    | DUES & MEMBERSHIP               | 33.38         | 8,000.00   | 0.00         | 0.00         | 8,000.00   | 0      |

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

10/01/2026  
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| <u>Expenditure Account</u> | <u>Description</u>               | <u>Prior Yr Expd</u> | <u>Budgeted</u>   | <u>Current Expd</u> | <u>YTD Expended</u> | <u>Unexpended</u> | <u>% Expd</u> |
|----------------------------|----------------------------------|----------------------|-------------------|---------------------|---------------------|-------------------|---------------|
| 100-4-31100-6001           | OFFICE SUPPLIES                  | 0.00                 | 3,000.00          | 570.82              | 577.30              | 2,422.70          | 19            |
| 100-4-31100-6008           | FUEL                             | 1,709.44             | 20,000.00         | 1,428.54            | 5,270.65            | 14,729.35         | 26            |
| 100-4-31100-6009           | VEHICLE/POWER EQUIPMENT SUPPLIES | 20.00                | 9,000.00          | 1,054.45            | 1,934.03            | 7,065.97          | 21            |
| 100-4-31100-6010           | POLICE SUPPLIES                  | 0.00                 | 20,000.00         | 0.00                | 504.19              | 19,495.81         | 3             |
| 100-4-31100-6011           | UNIFORMS                         | 589.34               | 7,000.00          | 34.33               | 78.01               | 6,921.99          | 1             |
| 100-4-31100-6030           | CRIME PREVENTION                 | 0.00                 | 2,000.00          | 0.00                | 0.00                | 2,000.00          | 0             |
| 100-4-31100-6032           | INVESTIGATION EXPENSE            | 0.00                 | 3,000.00          | 74.63               | 1,368.53            | 1,631.47          | 46            |
|                            | <b>31100 POLICE DEPARTMENT</b>   | <b>62,159.41</b>     | <b>891,908.97</b> | <b>61,137.64</b>    | <b>215,752.88</b>   | <b>676,156.09</b> | <b>24</b>     |

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

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| <u>Expenditure Account</u> | <u>Description</u>      | <u>Prior Yr Expd</u> | <u>Budgeted</u>  | <u>Current Expd</u> | <u>YTD Expended</u> | <u>Unexpended</u> | <u>% Expd</u> |
|----------------------------|-------------------------|----------------------|------------------|---------------------|---------------------|-------------------|---------------|
| 100-4-32200-0000           | CONTROL                 | 0.00                 | 0.00             | 0.00                | 0.00                | 0.00              | 0             |
| 100-4-32200-5600           | FIRE DEPT CONTRIBUTIONS | 15,000.00            | 15,000.00        | 0.00                | 1,000.00            | 14,000.00         | 7             |
| 100-4-32200-5701           | FIRE PROGRAM GRANTS     | 0.00                 | 15,000.00        | 0.00                | 0.00                | 15,000.00         | 0             |
|                            | <b>32200 CONTROL</b>    | <b>15,000.00</b>     | <b>30,000.00</b> | <b>0.00</b>         | <b>1,000.00</b>     | <b>29,000.00</b>  | <b>3</b>      |

Town of Amherst  
Statement of Revenue and Expenditures

| <u>Expenditure Account</u> | <u>Description</u> | <u>Prior Yr Expd</u> | <u>Budgeted</u>  | <u>Current Expd</u> | <u>YTD Expended</u> | <u>Unexpended</u> | <u>% Expd</u> |
|----------------------------|--------------------|----------------------|------------------|---------------------|---------------------|-------------------|---------------|
| 100-4-41320-5100           | STREETLIGHTS       | 2,660.91             | 35,550.00        | 2,542.04            | 5,287.37            | 30,262.63         | 15            |
|                            | <b>41320 Total</b> | <b>2,660.91</b>      | <b>35,550.00</b> | <b>2,542.04</b>     | <b>5,287.37</b>     | <b>30,262.63</b>  | <b>15</b>     |

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

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| Expenditure Account | Description                      | Prior Yr Expd | Budgeted  | Current Expd | YTD Expended | Unexpended | % Expd |
|---------------------|----------------------------------|---------------|-----------|--------------|--------------|------------|--------|
| 100-4-43200-0000    | GENERAL MAINTENANCE              | 0.00          | 0.00      | 0.00         | 0.00         | 0.00       | 0      |
| 100-4-43200-1100    | WAGES                            | 1,173.30      | 26,210.14 | 2,292.76     | 7,676.92     | 18,533.22  | 29     |
| 100-4-43200-1300    | PT WAGES                         | 1,226.87      | 20,553.84 | 1,750.28     | 6,070.35     | 14,483.49  | 30     |
| 100-4-43200-1400    | OTHER PAY/HOLIDAY                | 0.00          | 417.16    | 22.01        | 22.01        | 395.15     | 5      |
| 100-4-43200-2100    | FICA                             | 173.72        | 3,695.58  | 300.58       | 1,022.54     | 2,673.04   | 28     |
| 100-4-43200-2200    | VRS                              | 286.38        | 4,677.65  | 420.62       | 1,261.44     | 3,416.21   | 27     |
| 100-4-43200-2300    | HEALTH INSURANCE                 | 621.26        | 6,026.40  | 530.25       | 1,932.51     | 4,093.89   | 32     |
| 100-4-43200-2400    | GROUP LIFE INSURANCE             | 16.44         | 174.96    | 26.52        | 79.40        | 95.56      | 45     |
| 100-4-43200-2500    | HYBRID DISABILITY                | 0.00          | 19.42     | 5.13         | 5.13         | 14.29      | 26     |
| 100-4-43200-2600    | UNEMPLOYMENT INSURANCE           | 0.00          | 64.00     | 0.00         | 10.67        | 53.33      | 17     |
| 100-4-43200-2700    | WORKER'S COMP                    | 0.00          | 155.81    | 0.00         | 155.81       | 0.00       | 100    |
| 100-4-43200-5100    | ELECTRIC                         | 654.54        | 11,290.00 | 818.30       | 2,551.58     | 8,738.42   | 23     |
| 100-4-43200-5110    | HEATING SERVICES                 | 0.00          | 3,000.00  | 0.00         | 0.00         | 3,000.00   | 0      |
| 100-4-43200-5120    | WATER/SEWER                      | 305.34        | 3,573.95  | 0.00         | 670.17       | 2,903.78   | 19     |
| 100-4-43200-5230    | TELECOMMUNICATION                | 972.31        | 11,133.00 | 1,053.32     | 3,238.43     | 7,894.57   | 29     |
| 100-4-43200-5304    | PROPERTY INSURANCE               | 0.00          | 562.64    | 0.00         | 0.00         | 562.64     | 0      |
| 100-4-43200-5305    | MOTOR VEHICLE INSURANCE          | 0.00          | 1,503.85  | 0.00         | 0.00         | 1,503.85   | 0      |
| 100-4-43200-5306    | OTHER PROPERTY INSURANCE         | 0.00          | 3,763.18  | 0.00         | 0.00         | 3,763.18   | 0      |
| 100-4-43200-5308    | GENERAL LIABILITY INSURANCE      | 0.00          | 6,109.00  | 0.00         | 0.00         | 6,109.00   | 0      |
| 100-4-43200-5410    | LEASE OF EQUIPMENT               | 285.00        | 10,000.00 | 669.30       | 669.30       | 9,330.70   | 7      |
| 100-4-43200-5501    | TRAVEL-MILEAGE/CONFERENCE/HOTEL  | 1,486.10      | 5,000.00  | 0.00         | 16.70        | 4,983.30   | 0      |
| 100-4-43200-6001    | OFFICE SUPPLIES                  | 0.00          | 1,000.00  | 0.00         | 107.07       | 892.93     | 11     |
| 100-4-43200-6005    | JANITORIAL SUPPLIES              | 165.13        | 2,000.00  | 25.99        | 222.38       | 1,777.62   | 11     |
| 100-4-43200-6007    | REPAIR & MAINT. SUPPLIES         | 658.14        | 25,000.00 | 513.34       | 4,583.97     | 20,416.03  | 18     |
| 100-4-43200-6008    | FUEL                             | 604.14        | 20,000.00 | 510.31       | 3,019.88     | 16,980.12  | 15     |
| 100-4-43200-6009    | VEHICLE/POWER EQUIPMENT SUPPLIES | 746.44        | 24,000.00 | 75.72        | 1,209.73     | 22,790.27  | 5      |
| 100-4-43200-6011    | UNIFORMS                         | 452.76        | 3,000.00  | 210.00       | 210.00       | 2,790.00   | 7      |

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

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| <u>Expenditure Account</u> | <u>Description</u>               | <u>Prior Yr Expd</u> | <u>Budgeted</u>   | <u>Current Expd</u> | <u>YTD Expended</u> | <u>Unexpended</u> | <u>% Expd</u> |
|----------------------------|----------------------------------|----------------------|-------------------|---------------------|---------------------|-------------------|---------------|
| 100-4-43200-6012           | CHRISTMAS DECORATIONS            | 0.00                 | 4,000.00          | 0.00                | 0.00                | 4,000.00          | 0             |
| 100-4-43200-6013           | AG SUPPLIES                      | 221.93               | 2,500.00          | 0.00                | 0.00                | 2,500.00          | 0             |
| 100-4-43200-8005           | EQUIPMENT/VEHICLES               | 0.00                 | 44,414.30         | 0.00                | 0.00                | 44,414.30         | 0             |
|                            | <b>43200 GENERAL MAINTENANCE</b> | <b>10,049.80</b>     | <b>243,844.88</b> | <b>9,224.43</b>     | <b>34,735.99</b>    | <b>209,108.89</b> | <b>14</b>     |

Town of Amherst  
Statement of Revenue and Expenditures

| <u>Expenditure Account</u> | <u>Description</u>        | <u>Prior Yr Expd</u> | <u>Budgeted</u> | <u>Current Expd</u> | <u>YTD Expended</u> | <u>Unexpended</u> | <u>% Expd</u> |
|----------------------------|---------------------------|----------------------|-----------------|---------------------|---------------------|-------------------|---------------|
| 100-4-71300-5600           | SECOND STAGE CONTRIBUTION | 0.00                 | 2,000.00        | 0.00                | 0.00                | 2,000.00          | 0             |
|                            | <b>71300 Total</b>        | <b>0.00</b>          | <b>2,000.00</b> | <b>0.00</b>         | <b>0.00</b>         | <b>2,000.00</b>   | <b>0</b>      |

Town of Amherst  
Statement of Revenue and Expenditures

| <u>Expenditure Account</u> | <u>Description</u>          | <u>Prior Yr Expd</u> | <u>Budgeted</u> | <u>Current Expd</u> | <u>YTD Expended</u> | <u>Unexpended</u> | <u>% Expd</u> |
|----------------------------|-----------------------------|----------------------|-----------------|---------------------|---------------------|-------------------|---------------|
| 100-4-72100-5600           | VILLAGE GARDEN CLUB CONTRI. | 0.00                 | 3,000.00        | 0.00                | 0.00                | 3,000.00          | 0             |
|                            | <b>72100 Total</b>          | <b>0.00</b>          | <b>3,000.00</b> | <b>0.00</b>         | <b>0.00</b>         | <b>3,000.00</b>   | <b>0</b>      |

Town of Amherst  
Statement of Revenue and Expenditures

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

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

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| <u>Expenditure Account</u> | <u>Description</u>           | <u>Prior Yr Expd</u> | <u>Budgeted</u>  | <u>Current Expd</u> | <u>YTD Expended</u> | <u>Unexpended</u> | <u>% Expd</u> |
|----------------------------|------------------------------|----------------------|------------------|---------------------|---------------------|-------------------|---------------|
| 100-4-81100-0000           | PLANNING/ZONING              | 0.00                 | 0.00             | 0.00                | 0.00                | 0.00              | 0             |
| 100-4-81100-3100           | PROFESSIONAL SERVICES        | 0.00                 | 10,000.00        | 0.00                | 0.00                | 10,000.00         | 0             |
| 100-4-81100-3600           | ADVERTISING                  | 161.34               | 1,500.00         | 123.35              | 123.35              | 1,376.65          | 8             |
| 100-4-81100-5210           | POSTAGE                      | 0.00                 | 250.00           | 0.00                | 11.67               | 238.33            | 5             |
| 100-4-81100-5810           | DUES/MEMBERSHIP              | 0.00                 | 1,227.00         | 0.00                | 1,227.00            | 0.00              | 100           |
|                            | <b>81100 PLANNING/ZONING</b> | <b>161.34</b>        | <b>12,977.00</b> | <b>123.35</b>       | <b>1,362.02</b>     | <b>11,614.98</b>  | <b>10</b>     |

Town of Amherst  
Statement of Revenue and Expenditures

| <u>Expenditure Account</u> | <u>Description</u>                  | <u>Prior Yr Expd</u> | <u>Budgeted</u> | <u>Current Expd</u> | <u>YTD Expended</u> | <u>Unexpended</u> | <u>% Expd</u> |
|----------------------------|-------------------------------------|----------------------|-----------------|---------------------|---------------------|-------------------|---------------|
| 100-4-83500-5600           | NEIGHBORS HELPING NEIGHBORS CONTRIB | 0.00                 | 2,000.00        | 0.00                | 0.00                | 2,000.00          | 0             |
|                            | <b>83500 Total</b>                  | <b>0.00</b>          | <b>2,000.00</b> | <b>0.00</b>         | <b>0.00</b>         | <b>2,000.00</b>   | <b>0</b>      |

Town of Amherst  
Statement of Revenue and Expenditures

| Expenditure Account | Description                            | Prior Yr Expd     | Budgeted            | Current Expd      | YTD Expended      | Unexpended          | % Expd    |
|---------------------|----------------------------------------|-------------------|---------------------|-------------------|-------------------|---------------------|-----------|
| 100-4-94000-0000    | CONTROL                                | 0.00              | 0.00                | 0.00              | 0.00              | 0.00                | 0         |
| 100-4-94000-5120    | TRANSFER TO SEWER                      | 0.00              | 207,973.67          | 0.00              | 0.00              | 207,973.67          | 0         |
| 100-4-94000-7000    | TRANSFER TO EDA                        | 0.00              | 2,740.65            | 0.00              | 0.00              | 2,740.65            | 0         |
|                     | <b>94000 CONTROL</b>                   | <b>0.00</b>       | <b>210,714.32</b>   | <b>0.00</b>       | <b>0.00</b>       | <b>210,714.32</b>   | <b>0</b>  |
|                     | <b>4 Total</b>                         | <b>117,283.26</b> | <b>2,037,141.31</b> | <b>114,735.54</b> | <b>393,999.60</b> | <b>1,643,141.71</b> | <b>19</b> |
|                     | <b>GENERAL FUND Expenditure Totals</b> | <b>117,283.26</b> | <b>2,037,141.31</b> | <b>114,735.54</b> | <b>393,999.60</b> | <b>1,643,141.71</b> | <b>19</b> |

| 100 GENERAL FUND | Prior      | Current    | YTD        |
|------------------|------------|------------|------------|
| Revenues:        | 130,470.99 | 92,348.05  | 371,562.36 |
| Expenditures:    | 117,283.26 | 114,735.54 | 393,999.60 |
| Net Income:      | 13,187.73  | 22,387.49- | 22,437.24- |

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

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| Revenue Account  | Description                   | Prior Yr Rev      | Anticipated         | Curr Rev    | YTD Rev           | Excess/Deficit       | % Real    |
|------------------|-------------------------------|-------------------|---------------------|-------------|-------------------|----------------------|-----------|
| 501-3-16080-0005 | WATER IN-TOWN BASE CHARGES    | 0.00              | 325,622.88          | 0.00        | 56,875.60         | 268,747.28-          | 17        |
| 501-3-16080-0006 | WATER OT BASE CHARGES         | 0.00              | 176,743.08          | 0.00        | 46,805.06         | 129,938.02-          | 26        |
| 501-3-16080-0007 | WATER IN-TOWN USAGE CHARGE    | 0.00              | 513,933.78          | 0.00        | 88,959.31         | 424,974.47-          | 17        |
| 501-3-16080-0008 | WATER OT USAGE CHARGES        | 0.00              | 294,587.78          | 0.00        | 77,480.24         | 217,107.54-          | 26        |
| 501-3-16080-0009 | PENALTIES                     | 0.00              | 25,000.00           | 0.00        | 7,234.37          | 17,765.63-           | 29        |
| 501-3-16080-0010 | TRIP CHARGES                  | 0.00              | 8,000.00            | 0.00        | 1,500.00          | 6,500.00-            | 19        |
| 501-3-16080-0011 | DORMANT ACCT FEE              | 0.00              | 3,075.96            | 0.00        | 536.85            | 2,539.11-            | 17        |
| 501-3-16080-0012 | FIRE SPRINKLERS               | 0.00              | 4,764.00            | 0.00        | 794.00            | 3,970.00-            | 17        |
| 501-3-16080-0013 | AVAILABILITY FEE              | 2,593.88          | 5,000.00            | 0.00        | 1,984.28          | 3,015.72-            | 40        |
| 501-3-16080-0014 | WATER CHARGES-SBC             | 0.00              | 106,200.00          | 0.00        | 19,420.50         | 86,779.50-           | 18        |
| 501-3-16080-0016 | SBC WATER CAPITAL COSTS REIMB | 0.00              | 26,227.20           | 0.00        | 4,371.20          | 21,856.00-           | 17        |
|                  | <b>16080 Total</b>            | <b>2,593.88</b>   | <b>1,489,154.68</b> | <b>0.00</b> | <b>305,961.41</b> | <b>1,183,193.27-</b> | <b>20</b> |
| 501-3-21000-0000 | GRANT REVENUE                 | 187,585.34        | 0.00                | 0.00        | 0.00              | 0.00                 | 0         |
|                  | <b>21000 GRANT REVENUE</b>    | <b>187,585.34</b> | <b>0.00</b>         | <b>0.00</b> | <b>0.00</b>       | <b>0.00</b>          | <b>0</b>  |
| 501-3-33020-0003 | BUILD BACK BETTER FUNDS       | 187,585.34        | 0.00                | 0.00        | 94,611.75         | 94,611.75            | 0         |
|                  | <b>33020 Total</b>            | <b>187,585.34</b> | <b>0.00</b>         | <b>0.00</b> | <b>94,611.75</b>  | <b>94,611.75</b>     | <b>0</b>  |
| 501-3-41040-0006 | TRANSFER FROM OTHR FUNDS      | 0.00              | 120,000.00          | 0.00        | 0.00              | 120,000.00-          | 0         |
|                  | <b>41040 Total</b>            | <b>0.00</b>       | <b>120,000.00</b>   | <b>0.00</b> | <b>0.00</b>       | <b>120,000.00-</b>   | <b>0</b>  |
| 501-3-41060-0007 | DEPOSIT-UTILITY ACCTS         | 0.00              | 5,000.00            | 0.00        | 211.99            | 4,788.01-            | 4         |
|                  | <b>41060 Total</b>            | <b>0.00</b>       | <b>5,000.00</b>     | <b>0.00</b> | <b>211.99</b>     | <b>4,788.01-</b>     | <b>4</b>  |
| 501-3-42000-0000 | RESERVE FUNDS                 | 0.00              | 142,128.32          | 0.00        | 0.00              | 142,128.32-          | 0         |
|                  | <b>42000 RESERVE FUNDS</b>    | <b>0.00</b>       | <b>142,128.32</b>   | <b>0.00</b> | <b>0.00</b>       | <b>142,128.32-</b>   | <b>0</b>  |

Town of Amherst  
Statement of Revenue and Expenditures

| Revenue Account | Description               | Prior Yr Rev | Anticipated  | Curr Rev | YTD Rev    | Excess/Deficit | % Real |
|-----------------|---------------------------|--------------|--------------|----------|------------|----------------|--------|
|                 | 3 Total                   | 377,764.56   | 1,756,283.00 | 0.00     | 400,785.15 | 1,355,497.85-  | 22     |
|                 | WATER FUND Revenue Totals | 377,764.56   | 1,756,283.00 | 0.00     | 400,785.15 | 1,355,497.85-  | 22     |

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

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| <u>Expenditure Account</u> | <u>Description</u>        | <u>Prior Yr Expd</u> | <u>Budgeted</u>  | <u>Current Expd</u> | <u>YTD Expended</u> | <u>Unexpended</u> | <u>% Expd</u> |
|----------------------------|---------------------------|----------------------|------------------|---------------------|---------------------|-------------------|---------------|
| 501-4-12110-0000           | TOWN MANAGER              | 0.00                 | 0.00             | 0.00                | 0.00                | 0.00              | 0             |
| 501-4-12110-1100           | WAGES                     | 3,947.50             | 51,738.68        | 4,024.48            | 14,036.19           | 37,702.49         | 27            |
| 501-4-12110-1300           | PT WAGES                  | 439.82               | 5,958.62         | 458.30              | 1,592.59            | 4,366.03          | 27            |
| 501-4-12110-2100           | FICA                      | 353.34               | 4,413.84         | 362.18              | 1,254.60            | 3,159.24          | 28            |
| 501-4-12110-2200           | VRS                       | 1,235.82             | 10,420.17        | 1,134.58            | 3,404.17            | 7,016.00          | 33            |
| 501-4-12110-2300           | HEALTH INSURANCE          | 415.30               | 7,365.60         | 444.42              | 1,333.23            | 6,032.37          | 18            |
| 501-4-12110-2400           | GROUP LIFE INSURANCE      | 50.24                | 317.13           | 46.02               | 138.04              | 179.09            | 44            |
| 501-4-12110-2500           | STD/LONG-TERM DISABILITY  | 0.00                 | 273.18           | 69.06               | 69.06               | 204.12            | 25            |
|                            | <b>12110 TOWN MANAGER</b> | <b>6,442.02</b>      | <b>80,487.22</b> | <b>6,539.04</b>     | <b>21,827.88</b>    | <b>58,659.34</b>  | <b>27</b>     |

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

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| Expenditure Account | Description                     | Prior Yr Expd   | Budgeted         | Current Expd    | YTD Expended     | Unexpended       | % Expd    |
|---------------------|---------------------------------|-----------------|------------------|-----------------|------------------|------------------|-----------|
| 501-4-12420-0000    | FINANCE DEPARTMENT              | 0.00            | 0.00             | 0.00            | 0.00             | 0.00             | 0         |
| 501-4-12420-1100    | WAGES                           | 3,531.67        | 39,134.09        | 3,010.32        | 10,463.09        | 28,671.00        | 27        |
| 501-4-12420-1300    | PT WAGES                        | 780.83          | 11,747.64        | 850.86          | 2,937.94         | 8,809.70         | 25        |
| 501-4-12420-2100    | FICA                            | 307.11          | 3,892.45         | 295.77          | 1,026.56         | 2,865.89         | 26        |
| 501-4-12420-2200    | VRS                             | 755.69          | 7,351.56         | 654.24          | 1,976.83         | 5,374.73         | 27        |
| 501-4-12420-2300    | HEALTH INSURANCE                | 259.18          | 7,590.90         | 496.74          | 1,490.09         | 6,100.81         | 20        |
| 501-4-12420-2400    | GROUP LIFE INSURANCE            | 40.56           | 250.46           | 32.80           | 98.30            | 152.16           | 39        |
| 501-4-12420-2500    | HYBRID DISABILITY               | 0.00            | 206.63           | 51.66           | 51.66            | 154.97           | 25        |
| 501-4-12420-3320    | SUPPORT CONTRACTS               | 0.00            | 10,100.00        | 529.62          | 1,058.79         | 9,041.21         | 10        |
| 501-4-12420-5210    | POSTAGE                         | 362.64          | 4,200.00         | 360.53          | 1,080.65         | 3,119.35         | 26        |
| 501-4-12420-6001    | OFFICE SUPPLIES                 | 0.00            | 2,000.00         | 0.00            | 0.00             | 2,000.00         | 0         |
|                     | <b>12420 FINANCE DEPARTMENT</b> | <b>6,037.68</b> | <b>86,473.73</b> | <b>6,282.54</b> | <b>20,183.91</b> | <b>66,289.82</b> | <b>23</b> |

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

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| Expenditure Account | Description                     | Prior Yr Expd | Budgeted   | Current Expd | YTD Expended | Unexpended | % Expd |
|---------------------|---------------------------------|---------------|------------|--------------|--------------|------------|--------|
| 501-4-44000-0000    | WATER OPERATIONAL               | 0.00          | 0.00       | 0.00         | 0.00         | 0.00       | 0      |
| 501-4-44000-1100    | WAGES                           | 17,175.79     | 188,713.98 | 7,183.02     | 36,996.11    | 151,717.87 | 20     |
| 501-4-44000-1300    | PT WAGES                        | 2,934.72      | 33,014.81  | 2,639.70     | 9,593.76     | 23,421.05  | 29     |
| 501-4-44000-1400    | OTHER/HOLIDAY                   | 340.00        | 5,302.39   | 247.61       | 964.19       | 4,338.20   | 18     |
| 501-4-44000-2100    | FICA                            | 1,557.71      | 14,020.12  | 773.80       | 3,645.50     | 10,374.62  | 26     |
| 501-4-44000-2200    | VRS                             | 3,928.22      | 27,447.77  | 1,459.78     | 5,996.05     | 21,451.72  | 22     |
| 501-4-44000-2300    | HEALTH INSURANCE                | 4,179.40      | 33,480.00  | 1,685.46     | 7,288.57     | 26,191.43  | 22     |
| 501-4-44000-2400    | GROUP LIFE INSURANCE            | 218.42        | 927.69     | 82.76        | 340.44       | 587.25     | 37     |
| 501-4-44000-2500    | LONG-TERM DISABILITY            | 0.00          | 502.01     | 102.54       | 102.54       | 399.47     | 20     |
| 501-4-44000-2600    | UNEMPLOYMENT INSURANCE          | 0.00          | 32.00      | 0.00         | 3.97         | 28.03      | 12     |
| 501-4-44000-2700    | WORKER'S COMP                   | 0.00          | 2,510.05   | 0.00         | 2,010.05     | 500.00     | 80     |
| 501-4-44000-3140    | TESTING SERVICES                | 1,091.00      | 20,000.00  | 0.00         | 791.00       | 19,209.00  | 4      |
| 501-4-44000-3150    | PROFESSIIIONAL SVCS             | 250.00        | 6,200.00   | 250.00       | 750.00       | 5,450.00   | 12     |
| 501-4-44000-3310    | REPAIR & MAINT. SVCS            | 2,126.53      | 10,000.00  | 6,169.18     | 9,511.34     | 488.66     | 95     |
| 501-4-44000-3600    | ADVERTISING                     | 0.00          | 2,000.00   | 0.00         | 0.00         | 2,000.00   | 0      |
| 501-4-44000-5100    | ELECTRICAL SVCS                 | 5,844.57      | 76,750.00  | 5,506.13     | 16,172.06    | 60,577.94  | 21     |
| 501-4-44000-5120    | WATER & SEWER                   | 6,604.63      | 73,261.87  | 0.00         | 9,331.30     | 63,930.57  | 13     |
| 501-4-44000-5210    | POSTAGE                         | 15.60         | 2,000.00   | 0.00         | 0.00         | 2,000.00   | 0      |
| 501-4-44000-5230    | TELECOMMUNICATIONS              | 335.43        | 7,045.68   | 342.31       | 1,026.71     | 6,018.97   | 15     |
| 501-4-44000-5304    | PROPERTY INSURANCE              | 0.00          | 3,246.07   | 0.00         | 0.00         | 3,246.07   | 0      |
| 501-4-44000-5305    | MOTOR VEHICLE INSURANCE         | 0.00          | 481.41     | 0.00         | 0.00         | 481.41     | 0      |
| 501-4-44000-5501    | TRAVEL-MILEAGE/HOTEL/CONFERENCE | 0.00          | 3,000.00   | 0.00         | 0.00         | 3,000.00   | 0      |
| 501-4-44000-5600    | PERMITS                         | 0.00          | 7,000.00   | 0.00         | 3,477.00     | 3,523.00   | 50     |
| 501-4-44000-5810    | DUES & MEMBERSHIPS              | 0.00          | 2,000.00   | 0.00         | 552.79       | 1,447.21   | 28     |
| 501-4-44000-6001    | OFFICE SUPPLIES                 | 11.94         | 2,000.00   | 11.94        | 11.94        | 1,988.06   | 1      |
| 501-4-44000-6004    | LAB SUPPLIES                    | 0.00          | 20,000.00  | 1,077.00     | 1,908.83     | 18,091.17  | 10     |
| 501-4-44000-6007    | REPAIR & MAINT. SUPPLIES        | 886.92        | 78,630.85  | 2.97         | 275.78       | 78,355.07  | 0      |

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Statement of Revenue and Expenditures

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| <u>Expenditure Account</u> | <u>Description</u>             | <u>Prior Yr Expd</u> | <u>Budgeted</u>   | <u>Current Expd</u> | <u>YTD Expended</u> | <u>Unexpended</u> | <u>% Expd</u> |
|----------------------------|--------------------------------|----------------------|-------------------|---------------------|---------------------|-------------------|---------------|
| 501-4-44000-6008           | FUEL/OIL                       | 0.00                 | 2,000.00          | 0.00                | 0.00                | 2,000.00          | 0             |
| 501-4-44000-6009           | VEHICLE & EQUIP SUPPLIES       | 0.00                 | 3,000.00          | 20.00               | 860.28              | 2,139.72          | 29            |
| 501-4-44000-6011           | UNIFORMS                       | 0.00                 | 1,500.00          | 0.00                | 0.00                | 1,500.00          | 0             |
| 501-4-44000-6051           | CHEMICALS                      | 5,064.48             | 108,000.00        | 11,811.19           | 27,263.12           | 80,736.88         | 25            |
| 501-4-44000-8005           | EQUIPMENT                      | 0.00                 | 0.00              | 0.00                | 15,750.00           | 15,750.00-        | 0             |
|                            | <b>44000 WATER OPERATIONAL</b> | <b>52,565.36</b>     | <b>734,066.70</b> | <b>39,365.39</b>    | <b>154,623.33</b>   | <b>579,443.37</b> | <b>21</b>     |

**Town of Amherst**  
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| Expenditure Account | Description                     | Prior Yr Expd   | Budgeted          | Current Expd     | YTD Expended     | Unexpended        | % Expd    |
|---------------------|---------------------------------|-----------------|-------------------|------------------|------------------|-------------------|-----------|
| 501-4-45000-0000    | WATER MAINTENANCE               | 0.00            | 0.00              | 0.00             | 0.00             | 0.00              | 0         |
| 501-4-45000-1100    | WAGES                           | 5,866.52        | 131,050.71        | 10,962.08        | 37,882.96        | 93,167.75         | 29        |
| 501-4-45000-1200    | PT WAGES                        | 0.00            | 3,564.36          | 536.13           | 536.13           | 3,028.23          | 15        |
| 501-4-45000-1300    | PT WAGES                        | 124.06          | 2,085.81          | 639.95           | 2,208.69         | 122.88-           | 106       |
| 501-4-45000-2100    | FICA                            | 408.85          | 10,888.73         | 876.63           | 2,953.93         | 7,934.80          | 27        |
| 501-4-45000-2200    | VRS                             | 1,281.94        | 23,388.27         | 1,982.54         | 5,939.94         | 17,448.33         | 25        |
| 501-4-45000-2300    | HEALTH INSURANCE                | 1,393.39        | 30,132.00         | 2,493.46         | 7,479.45         | 22,652.55         | 25        |
| 501-4-45000-2400    | GROUP LIFE INSURANCE            | 73.69           | 874.79            | 124.73           | 373.19           | 501.60            | 43        |
| 501-4-45000-2500    | HYBRID DISABILITY               | 0.00            | 97.10             | 25.95            | 25.95            | 71.15             | 27        |
| 501-4-45000-2700    | WORKER'S COMP                   | 0.00            | 6,900.88          | 0.00             | 5,000.88         | 1,900.00          | 72        |
| 501-4-45000-5130    | MISS UTILITY                    | 54.00           | 800.00            | 60.00            | 109.20           | 690.80            | 14        |
| 501-4-45000-5305    | MOTOR VEHICLE INSURANCE         | 0.00            | 1,500.00          | 0.00             | 0.00             | 1,500.00          | 0         |
| 501-4-45000-5501    | TRAVEL-MILEAGE/CONFERENCE/HOTEL | 0.00            | 3,000.00          | 0.00             | 0.00             | 3,000.00          | 0         |
| 501-4-45000-5810    | DUES & MEMBERSHIP               | 0.00            | 200.00            | 0.00             | 0.00             | 200.00            | 0         |
| 501-4-45000-6007    | REPAIR & MAINT. SUPPLIES        | 430.92          | 25,000.00         | 2,804.57         | 4,449.54         | 20,550.46         | 18        |
|                     | <b>45000 WATER MAINTENANCE</b>  | <b>9,633.37</b> | <b>239,482.65</b> | <b>20,506.04</b> | <b>66,959.86</b> | <b>172,522.79</b> | <b>28</b> |

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

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| <u>Expenditure Account</u> | <u>Description</u>                 | <u>Prior Yr Expd</u> | <u>Budgeted</u>   | <u>Current Expd</u> | <u>YTD Expended</u> | <u>Unexpended</u> | <u>% Expd</u> |
|----------------------------|------------------------------------|----------------------|-------------------|---------------------|---------------------|-------------------|---------------|
| 501-4-94000-0000           | CONTROL                            | 0.00                 | 0.00              | 0.00                | 0.00                | 0.00              | 0             |
| 501-4-94000-8002           | WATER TREATMENT PLANT IMPROVEMENTS | 0.00                 | 0.00              | 51,875.00           | 51,875.00           | 51,875.00-        | 0             |
| 501-4-94000-8003           | SUNSET WATERLINE REPLACEMENT       | 199,404.44           | 0.00              | 0.00                | 0.00                | 0.00              | 0             |
| 501-4-94000-9000           | CAPITAL IMPROVEMENTS               | 0.00                 | 161,512.43        | 0.00                | 0.00                | 161,512.43        | 0             |
|                            | <b>94000 CONTROL</b>               | <b>199,404.44</b>    | <b>161,512.43</b> | <b>51,875.00</b>    | <b>51,875.00</b>    | <b>109,637.43</b> | <b>32</b>     |

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

10/01/2026  
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| Expenditure Account | Description                          | Prior Yr Expd     | Budgeted            | Current Expd      | YTD Expended      | Unexpended          | % Expd    |
|---------------------|--------------------------------------|-------------------|---------------------|-------------------|-------------------|---------------------|-----------|
| 501-4-95000-0000    | DEBT SERVICE                         | 0.00              | 0.00                | 0.00              | 0.00              | 0.00                | 0         |
| 501-4-95000-9000    | 60W W/L PRINCIPLE                    | 0.00              | 18,810.20           | 0.00              | 0.00              | 18,810.20           | 0         |
| 501-4-95000-9001    | 60W W/L INTEREST                     | 0.00              | 10,233.78           | 0.00              | 0.00              | 10,233.78           | 0         |
| 501-4-95000-9004    | MAINSTREET W/L PRINCIPLE             | 0.00              | 85,688.06           | 0.00              | 0.00              | 85,688.06           | 0         |
| 501-4-95000-9005    | MAINSTREET W/L INTEREST              | 0.00              | 37,263.62           | 0.00              | 0.00              | 37,263.62           | 0         |
| 501-4-95000-9006    | STERLING BANK DEBT REFI PRIN         | 9,109.30          | 113,025.10          | 0.00              | 18,837.52         | 94,187.58           | 17        |
| 501-4-95000-9007    | STERLING BANK DEBT REFI INTEREST     | 1,579.83          | 14,178.14           | 0.00              | 2,625.57          | 11,552.57           | 19        |
| 501-4-95000-9008    | WATER PLANT UPGRADES PRINCIPLES      | 0.00              | 97,299.65           | 0.00              | 0.00              | 97,299.65           | 0         |
| 501-4-95000-9009    | WATER PLANT UPGRADES INTEREST        | 0.00              | 77,550.53           | 0.00              | 0.00              | 77,550.53           | 0         |
|                     | <b>95000 DEBT SERVICE</b>            | <b>10,689.13</b>  | <b>454,049.08</b>   | <b>0.00</b>       | <b>21,463.09</b>  | <b>432,585.99</b>   | <b>5</b>  |
|                     | <b>4 Total</b>                       | <b>284,772.00</b> | <b>1,756,071.81</b> | <b>124,568.01</b> | <b>336,933.07</b> | <b>1,419,138.74</b> | <b>19</b> |
|                     | <b>WATER FUND Expenditure Totals</b> | <b>284,772.00</b> | <b>1,756,071.81</b> | <b>124,568.01</b> | <b>336,933.07</b> | <b>1,419,138.74</b> | <b>19</b> |

| 501 WATER FUND | Prior      | Current      | YTD        |
|----------------|------------|--------------|------------|
| Revenues:      | 377,764.56 | 0.00         | 400,785.15 |
| Expenditures:  | 284,772.00 | 124,568.01   | 336,933.07 |
| Net Income:    | 92,992.56  | 124,568.01 - | 63,852.08  |

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

10/01/2026  
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| Revenue Account  | Description                      | Prior Yr Rev | Anticipated         | Curr Rev    | YTD Rev           | Excess/Deficit       | % Real    |
|------------------|----------------------------------|--------------|---------------------|-------------|-------------------|----------------------|-----------|
| 502-3-16080-0005 | SEWER IN-TOWN BASE CHARGES       | 0.00         | 517,716.38          | 0.00        | 82,701.53         | 435,014.85-          | 16        |
| 502-3-16080-0006 | SEWER OT BASE CHARGES            | 0.00         | 115,378.68          | 0.00        | 29,406.26         | 85,972.42-           | 25        |
| 502-3-16080-0007 | SEWER IN-TOWN USAGE CHARGE       | 0.00         | 399,171.13          | 0.00        | 62,003.07         | 337,168.06-          | 16        |
| 502-3-16080-0008 | SEWER OT USAGE CHARGE            | 0.00         | 93,745.18           | 0.00        | 23,846.55         | 69,898.63-           | 25        |
| 502-3-16080-0009 | PENALTIES                        | 0.00         | 25,000.00           | 0.00        | 5,743.22          | 19,256.78-           | 23        |
| 502-3-16080-0011 | DORMANT ACCT FEE                 | 0.00         | 4,305.90            | 0.00        | 685.05            | 3,620.85-            | 16        |
| 502-3-16080-0012 | AVALABILITY FEE                  | 0.00         | 1,000.00            | 0.00        | 0.00              | 1,000.00-            | 0         |
|                  | <b>16080 Total</b>               | <b>0.00</b>  | <b>1,156,317.27</b> | <b>0.00</b> | <b>204,385.68</b> | <b>951,931.59-</b>   | <b>17</b> |
| 502-3-19020-0003 | SBC-RUT. CREEK OPERATIONS        | 0.00         | 68,000.00           | 0.00        | 19,250.90         | 48,749.10-           | 28        |
| 502-3-19020-0004 | SBC SEWER REHAB                  | 0.00         | 11,172.00           | 0.00        | 2,793.00          | 8,379.00-            | 25        |
|                  | <b>19020 Total</b>               | <b>0.00</b>  | <b>79,172.00</b>    | <b>0.00</b> | <b>22,043.90</b>  | <b>57,128.10-</b>    | <b>27</b> |
| 502-3-24040-0003 | NUTRIENT CREDIT                  | 0.00         | 400.00              | 0.00        | 0.00              | 400.00-              | 0         |
|                  | <b>24040 Total</b>               | <b>0.00</b>  | <b>400.00</b>       | <b>0.00</b> | <b>0.00</b>       | <b>400.00-</b>       | <b>0</b>  |
| 502-3-41040-0006 | TRANSFER FROM OTHER FUNDS        | 0.00         | 207,973.67          | 0.00        | 0.00              | 207,973.67-          | 0         |
|                  | <b>41040 Total</b>               | <b>0.00</b>  | <b>207,973.67</b>   | <b>0.00</b> | <b>0.00</b>       | <b>207,973.67-</b>   | <b>0</b>  |
|                  | <b>3 Total</b>                   | <b>0.00</b>  | <b>1,443,862.94</b> | <b>0.00</b> | <b>226,429.58</b> | <b>1,217,433.36-</b> | <b>15</b> |
|                  | <b>SEWER FUND Revenue Totals</b> | <b>0.00</b>  | <b>1,443,862.94</b> | <b>0.00</b> | <b>226,429.58</b> | <b>1,217,433.36-</b> | <b>15</b> |

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

10/01/2026  
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| 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                    | 2,960.62        | 37,930.72        | 3,018.36        | 10,527.15        | 27,403.57        | 28        |
| 502-4-12110-1300    | PT WAGES                 | 439.82          | 5,958.62         | 458.30          | 1,592.58         | 4,366.04         | 27        |
| 502-4-12110-2100    | FICA                     | 273.40          | 3,357.53         | 280.40          | 971.41           | 2,386.12         | 29        |
| 502-4-12110-2200    | VRS                      | 926.88          | 7,639.25         | 850.94          | 2,553.16         | 5,086.09         | 33        |
| 502-4-12110-2300    | HEALTH INSURANCE         | 311.48          | 3,883.68         | 333.30          | 999.89           | 2,883.79         | 26        |
| 502-4-12110-2400    | GROUP LIFE INSURANCE     | 37.68           | 242.76           | 34.50           | 103.50           | 139.26           | 43        |
| 502-4-12110-2500    | STD/LONG-TERM DISABILITY | 0.00            | 200.27           | 53.54           | 53.54            | 146.73           | 27        |
|                     | <b>12110 CONTROL</b>     | <b>4,949.88</b> | <b>59,212.83</b> | <b>5,029.34</b> | <b>16,801.23</b> | <b>42,411.60</b> | <b>28</b> |

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

10/01/2026  
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| Expenditure Account | Description                     | Prior Yr Expd   | Budgeted         | Current Expd    | YTD Expended     | Unexpended       | % Expd    |
|---------------------|---------------------------------|-----------------|------------------|-----------------|------------------|------------------|-----------|
| 502-4-12420-0000    | FINANCE DEPARTMENT              | 0.00            | 0.00             | 0.00            | 0.00             | 0.00             | 0         |
| 502-4-12420-1100    | WAGES                           | 2,901.59        | 30,531.70        | 2,348.60        | 8,163.10         | 22,368.60        | 27        |
| 502-4-12420-1300    | PT WAGES                        | 761.30          | 11,453.95        | 829.59          | 2,864.49         | 8,589.46         | 25        |
| 502-4-12420-2100    | FICA                            | 258.32          | 3,211.90         | 243.41          | 844.67           | 2,367.23         | 26        |
| 502-4-12420-2200    | VRS                             | 624.76          | 5,640.24         | 505.44          | 1,526.97         | 4,113.27         | 27        |
| 502-4-12420-2300    | HEALTH INSURANCE                | 248.82          | 5,519.52         | 331.16          | 993.40           | 4,526.12         | 18        |
| 502-4-12420-2400    | GROUP LIFE INSURANCE            | 34.00           | 195.40           | 25.34           | 75.93            | 119.47           | 39        |
| 502-4-12420-2500    | HYBRID DISABILITY               | 0.00            | 161.21           | 40.32           | 40.32            | 120.89           | 25        |
| 502-4-12420-3320    | SERVICE CONTRACTS               | 0.00            | 10,100.00        | 529.62          | 1,058.78         | 9,041.22         | 10        |
| 502-4-12420-5210    | POSTAGE                         | 362.64          | 4,500.00         | 360.52          | 1,080.64         | 3,419.36         | 24        |
| 502-4-12420-6001    | OFFICE SUPPLIES                 | 0.00            | 2,000.00         | 0.00            | 0.00             | 2,000.00         | 0         |
|                     | <b>12420 FINANCE DEPARTMENT</b> | <b>5,191.43</b> | <b>73,313.92</b> | <b>5,214.00</b> | <b>16,648.30</b> | <b>56,665.62</b> | <b>23</b> |

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

10/01/2026  
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| Expenditure Account | Description                     | Prior Yr Expd | Budgeted   | Current Expd | YTD Expended | Unexpended | % Expd |
|---------------------|---------------------------------|---------------|------------|--------------|--------------|------------|--------|
| 502-4-44000-0000    | SEWER OPERATIONAL               | 0.00          | 0.00       | 0.00         | 0.00         | 0.00       | 0      |
| 502-4-44000-1100    | WAGES                           | 16,875.60     | 182,776.41 | 14,003.46    | 48,763.53    | 134,012.88 | 27     |
| 502-4-44000-1400    | OTHER/HOLIDAY                   | 493.26        | 7,453.68   | 762.53       | 1,467.22     | 5,986.46   | 20     |
| 502-4-44000-2100    | FICA                            | 1,332.06      | 14,552.60  | 1,135.15     | 3,864.46     | 10,688.14  | 27     |
| 502-4-44000-2200    | VRS                             | 3,892.22      | 32,276.00  | 2,719.84     | 8,182.90     | 24,093.10  | 25     |
| 502-4-44000-2300    | HEALTH INSURANCE                | 3,121.60      | 33,480.00  | 2,785.96     | 8,357.81     | 25,122.19  | 25     |
| 502-4-44000-2400    | GROUP LIFE INSURANCE            | 215.14        | 1,169.77   | 160.56       | 481.68       | 688.09     | 41     |
| 502-4-44000-2500    | LONG-TERM DISABILITY            | 0.00          | 280.90     | 70.23        | 70.23        | 210.67     | 25     |
| 502-4-44000-2600    | UNEMPLOYMENT INSURANCE          | 0.00          | 26.40      | 0.00         | 0.00         | 26.40      | 0      |
| 502-4-44000-2700    | WORKER'S COMP                   | 0.00          | 3,505.53   | 0.00         | 2,505.53     | 1,000.00   | 71     |
| 502-4-44000-3120    | SLUDGE & TRASH REMOVAL-RUT CRK. | 778.85        | 10,000.00  | 1,020.60     | 2,977.65     | 7,022.35   | 30     |
| 502-4-44000-3140    | TESTING SERVICES                | 10,614.10     | 58,215.00  | 3,597.00     | 10,019.00    | 48,196.00  | 17     |
| 502-4-44000-3150    | PROFESSIONAL SVCS               | 250.00        | 3,000.00   | 250.00       | 750.00       | 2,250.00   | 25     |
| 502-4-44000-3310    | REPAIR & MAINT. SVCS-RUT CRK    | 3,431.53      | 30,000.00  | 11,735.84    | 24,634.68    | 5,365.32   | 82     |
| 502-4-44000-3600    | ADVERTISING                     | 0.00          | 500.00     | 0.00         | 0.00         | 500.00     | 0      |
| 502-4-44000-5100    | ELECTRICAL SVCS-RUT CRK         | 5,875.22      | 75,000.00  | 5,489.34     | 16,047.41    | 58,952.59  | 21     |
| 502-4-44000-5120    | WATER, SEWER - RUT. CRK.        | 3,895.60      | 27,214.47  | 0.00         | 9,651.53     | 17,562.94  | 35     |
| 502-4-44000-5130    | ELECTRICAL SVCS-PUMP STATION    | 116.53        | 1,920.00   | 122.09       | 394.28       | 1,525.72   | 21     |
| 502-4-44000-5140    | WATER,SEWER-PUMP STATION        | 17.05         | 204.60     | 0.00         | 0.00         | 204.60     | 0      |
| 502-4-44000-5210    | POSTAGE                         | 0.00          | 50.00      | 0.00         | 0.00         | 50.00      | 0      |
| 502-4-44000-5230    | TELECOMMUNICATIONS              | 812.72        | 8,573.64   | 752.42       | 1,877.61     | 6,696.03   | 22     |
| 502-4-44000-5304    | PROPERTY INSURANCE              | 0.00          | 4,838.58   | 0.00         | 0.00         | 4,838.58   | 0      |
| 502-4-44000-5305    | MOTOR VEHICLE INSURANCE         | 0.00          | 456.92     | 0.00         | 0.00         | 456.92     | 0      |
| 502-4-44000-5501    | TRAVEL-MILEAGE/HOTEL/CONFERENCE | 0.00          | 3,000.00   | 0.00         | 25.00        | 2,975.00   | 1      |
| 502-4-44000-5600    | PERMITS                         | 4,523.00      | 4,000.00   | 5,219.00     | 5,219.00     | 1,219.00-  | 130    |
| 502-4-44000-5810    | DUES & MEMBERSHIPS              | 0.00          | 2,000.00   | 0.00         | 250.00       | 1,750.00   | 12     |
| 502-4-44000-6001    | OFFICE SUPPLIES                 | 11.94         | 2,000.00   | 11.94        | 11.94        | 1,988.06   | 1      |

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

10/01/2026  
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| Expenditure Account | Description                        | Prior Yr Expd    | Budgeted          | Current Expd     | YTD Expended      | Unexpended        | % Expd    |
|---------------------|------------------------------------|------------------|-------------------|------------------|-------------------|-------------------|-----------|
| 502-4-44000-6004    | LAB SUPPLIES                       | 41.32            | 12,000.00         | 170.73           | 758.04            | 11,241.96         | 6         |
| 502-4-44000-6007    | REPAIR & MAINT. SUPPLIES-RUT. CRK. | 439.82           | 70,868.65         | 9,286.37         | 14,026.24         | 56,842.41         | 20        |
| 502-4-44000-6008    | FUEL/OIL                           | 189.31           | 3,000.00          | 212.18           | 586.42            | 2,413.58          | 20        |
| 502-4-44000-6009    | VEHICLE & EQUIP SUPPLIES           | 0.00             | 3,000.00          | 0.00             | 0.00              | 3,000.00          | 0         |
| 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             | 5,265.00         | 27,500.00         | 0.00             | 562.40            | 26,937.60         | 2         |
|                     | <b>44000 SEWER OPERATIONAL</b>     | <b>62,191.87</b> | <b>624,863.15</b> | <b>59,505.24</b> | <b>161,484.56</b> | <b>463,378.59</b> | <b>26</b> |

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

10/01/2026  
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| Expenditure Account | Description                    | Prior Yr Expd    | Budgeted          | Current Expd     | YTD Expended     | Unexpended        | % Expd    |
|---------------------|--------------------------------|------------------|-------------------|------------------|------------------|-------------------|-----------|
| 502-4-45000-0000    | SEWER MAINTENANCE              | 0.00             | 0.00              | 0.00             | 0.00             | 0.00              | 0         |
| 502-4-45000-1100    | WAGES                          | 5,866.52         | 131,050.71        | 11,388.14        | 38,309.02        | 92,741.69         | 29        |
| 502-4-45000-1300    | PT WAGES                       | 124.06           | 3,564.36          | 639.95           | 2,208.69         | 1,355.67          | 62        |
| 502-4-45000-1400    | OTHER PAY/HOLIDAY              | 0.00             | 2,085.81          | 261.55           | 261.55           | 1,824.26          | 13        |
| 502-4-45000-2100    | FICA                           | 408.85           | 10,888.73         | 888.21           | 2,965.51         | 7,923.22          | 27        |
| 502-4-45000-2200    | VRS                            | 1,281.94         | 23,388.27         | 1,982.54         | 5,939.94         | 17,448.33         | 25        |
| 502-4-45000-2300    | HEALTH INSURANCE               | 1,393.39         | 30,132.00         | 2,493.46         | 7,479.45         | 22,652.55         | 25        |
| 502-4-45000-2400    | GROUP LIFE INSURANCE           | 73.69            | 874.79            | 124.73           | 373.19           | 501.60            | 43        |
| 502-4-45000-2500    | HYBRID DISABILITY              | 0.00             | 97.10             | 25.95            | 25.95            | 71.15             | 27        |
| 502-4-45000-5305    | MOTOR VEHICLE INSURANCE        | 0.00             | 1,503.85          | 0.00             | 0.00             | 1,503.85          | 0         |
| 502-4-45000-6007    | REPAIR & MAINT. SUPPLIES       | 1,019.02         | 20,000.00         | 0.00             | 187.50           | 19,812.50         | 1         |
|                     | <b>45000 SEWER MAINTENANCE</b> | <b>10,167.47</b> | <b>223,585.62</b> | <b>17,804.53</b> | <b>57,750.80</b> | <b>165,834.82</b> | <b>26</b> |

Town of Amherst  
Statement of Revenue and Expenditures

| <u>Expenditure Account</u> | <u>Description</u>            | <u>Prior Yr Expd</u> | <u>Budgeted</u>  | <u>Current Expd</u> | <u>YTD Expended</u> | <u>Unexpended</u> | <u>% Expd</u> |
|----------------------------|-------------------------------|----------------------|------------------|---------------------|---------------------|-------------------|---------------|
| 502-4-94000-0000           | CAPITAL PROJECTS              | 0.00                 | 0.00             | 0.00                | 0.00                | 0.00              | 0             |
| 502-4-94000-9000           | CAPITAL IMPROVEMENTS          | 0.00                 | 77,044.53        | 0.00                | 0.00                | 77,044.53         | 0             |
|                            | <b>94000 CAPITAL PROJECTS</b> | <b>0.00</b>          | <b>77,044.53</b> | <b>0.00</b>         | <b>0.00</b>         | <b>77,044.53</b>  | <b>0</b>      |

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

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| <u>Expenditure Account</u> | <u>Description</u>               | <u>Prior Yr Expd</u> | <u>Budgeted</u>   | <u>Current Expd</u> | <u>YTD Expended</u> | <u>Unexpended</u> | <u>% Expd</u> |
|----------------------------|----------------------------------|----------------------|-------------------|---------------------|---------------------|-------------------|---------------|
| 502-4-95000-0000           | DEBT SERVICE                     | 0.00                 | 0.00              | 0.00                | 0.00                | 0.00              | 0             |
| 502-4-95000-9002           | STERLING BANK WWTP REFI PRIN     | 19,357.28            | 240,178.33        | 0.00                | 40,029.71           | 200,148.62        | 17            |
| 502-4-95000-9003           | STERLING BANK WWTP REFI INTEREST | 3,357.15             | 30,128.55         | 0.00                | 5,579.34            | 24,549.21         | 19            |
| 502-4-95000-9004           | SEWER REHAB PRINCIPLE            | 5,914.12             | 73,091.80         | 0.00                | 12,093.12           | 60,998.68         | 17            |
| 502-4-95000-9005           | SEWER REHAB INTEREST             | 3,713.88             | 42,444.19         | 0.00                | 7,162.88            | 35,281.31         | 17            |
|                            | <b>95000 DEBT SERVICE</b>        | <b>32,342.43</b>     | <b>385,842.87</b> | <b>0.00</b>         | <b>64,865.05</b>    | <b>320,977.82</b> | <b>17</b>     |

Town of Amherst  
Statement of Revenue and Expenditures

| Expenditure Account | Description                          | Prior Yr Expd     | Budgeted            | Current Expd     | YTD Expended      | Unexpended          | % Expd    |
|---------------------|--------------------------------------|-------------------|---------------------|------------------|-------------------|---------------------|-----------|
|                     | <b>4 Total</b>                       | <b>114,843.08</b> | <b>1,443,862.92</b> | <b>87,553.11</b> | <b>317,549.94</b> | <b>1,126,312.98</b> | <b>22</b> |
|                     | <b>SEWER FUND Expenditure Totals</b> | <b>114,843.08</b> | <b>1,443,862.92</b> | <b>87,553.11</b> | <b>317,549.94</b> | <b>1,126,312.98</b> | <b>22</b> |

| 502 SEWER FUND | Prior       | Current    | YTD        |
|----------------|-------------|------------|------------|
| Revenues:      | 0.00        | 0.00       | 226,429.58 |
| Expenditures:  | 114,843.08  | 87,553.11  | 317,549.94 |
| Net Income:    | 114,843.08- | 87,553.11- | 91,120.36- |

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

10/01/2026  
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| Revenue Account  | Description                        | Prior Yr Rev | Anticipated       | Curr Rev    | YTD Rev          | Excess/Deficit     | % Real    |
|------------------|------------------------------------|--------------|-------------------|-------------|------------------|--------------------|-----------|
| 514-3-16080-0005 | GARBAGE IT CHARGES                 | 0.00         | 153,491.00        | 0.00        | 25,826.55        | 127,664.45-        | 17        |
| 514-3-16080-0006 | GARBAGE OT CHARGES                 | 0.00         | 20,384.00         | 0.00        | 3,614.41         | 16,769.59-         | 18        |
| 514-3-16080-0009 | PENALTIES                          | 0.00         | 5,000.00          | 0.00        | 803.41           | 4,196.59-          | 16        |
|                  | <b>16080 Total</b>                 | <b>0.00</b>  | <b>178,875.00</b> | <b>0.00</b> | <b>30,244.37</b> | <b>148,630.63-</b> | <b>16</b> |
| 514-3-41040-0006 | TRANSFER FROM OTHER FUNDS          | 0.00         | 1,312.22          | 0.00        | 0.00             | 1,312.22-          | 0         |
|                  | <b>41040 Total</b>                 | <b>0.00</b>  | <b>1,312.22</b>   | <b>0.00</b> | <b>0.00</b>      | <b>1,312.22-</b>   | <b>0</b>  |
|                  | <b>3 Total</b>                     | <b>0.00</b>  | <b>180,187.22</b> | <b>0.00</b> | <b>30,244.37</b> | <b>149,942.85-</b> | <b>16</b> |
|                  | <b>GARBAGE FUND Revenue Totals</b> | <b>0.00</b>  | <b>180,187.22</b> | <b>0.00</b> | <b>30,244.37</b> | <b>149,942.85-</b> | <b>16</b> |

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

10/01/2026  
11:14 AM

| <u>Expenditure Account</u> | <u>Description</u>        | <u>Prior Yr Expd</u> | <u>Budgeted</u> | <u>Current Expd</u> | <u>YTD Expended</u> | <u>Unexpended</u> | <u>% Expd</u> |
|----------------------------|---------------------------|----------------------|-----------------|---------------------|---------------------|-------------------|---------------|
| 514-4-12110-0000           | TOWN MANAGER              | 0.00                 | 0.00            | 0.00                | 0.00                | 0.00              | 0             |
| 514-4-12110-1100           | WAGES                     | 296.06               | 1,307.96        | 301.84              | 1,052.72            | 255.24            | 80            |
| 514-4-12110-2100           | FICA                      | 23.98                | 100.06          | 24.54               | 84.97               | 15.09             | 85            |
| 514-4-12110-2200           | VRS                       | 92.68                | 263.42          | 85.10               | 255.34              | 8.08              | 97            |
| 514-4-12110-2300           | HEALTH INSURANCE          | 31.14                | 133.92          | 33.34               | 100.01              | 33.91             | 75            |
| 514-4-12110-2400           | GROUP LIFE INSURANCE      | 3.76                 | 8.37            | 3.46                | 10.38               | 2.01-             | 124           |
| 514-4-12110-2500           | STD/LONG-TERM DISABILITY  | 0.00                 | 6.91            | 3.46                | 3.46                | 3.45              | 50            |
| 514-4-12110-5000           | CONTINGENCY               | 0.00                 | 7,087.50        | 0.00                | 0.00                | 7,087.50          | 0             |
|                            | <b>12110 TOWN MANAGER</b> | <b>447.62</b>        | <b>8,908.14</b> | <b>451.74</b>       | <b>1,506.88</b>     | <b>7,401.26</b>   | <b>17</b>     |

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

10/01/2026  
11:14 AM

| <u>Expenditure Account</u> | <u>Description</u>              | <u>Prior Yr Expd</u> | <u>Budgeted</u> | <u>Current Expd</u> | <u>YTD Expended</u> | <u>Unexpended</u> | <u>% Expd</u> |
|----------------------------|---------------------------------|----------------------|-----------------|---------------------|---------------------|-------------------|---------------|
| 514-4-12420-0000           | FINANCE DEPARTMENT              | 0.00                 | 0.00            | 0.00                | 0.00                | 0.00              | 0             |
| 514-4-12420-1100           | WAGES                           | 148.67               | 1,671.98        | 128.60              | 446.98              | 1,225.00          | 27            |
| 514-4-12420-1300           | PT WAGES                        | 19.54                | 293.69          | 21.28               | 73.45               | 220.24            | 25            |
| 514-4-12420-2100           | FICA                            | 11.96                | 150.37          | 11.50               | 39.90               | 110.47            | 27            |
| 514-4-12420-2200           | VRS                             | 31.76                | 315.54          | 28.02               | 84.68               | 230.86            | 27            |
| 514-4-12420-2300           | HEALTH INSURANCE                | 10.36                | 330.42          | 22.08               | 66.23               | 264.19            | 20            |
| 514-4-12420-2400           | GROUP LIFE INSURANCE            | 1.68                 | 10.70           | 1.42                | 4.25                | 6.45              | 40            |
| 514-4-12420-2500           | HYBRID DISABILITY               | 0.00                 | 5.63            | 2.22                | 2.22                | 3.41              | 39            |
|                            | <b>12420 FINANCE DEPARTMENT</b> | <b>223.97</b>        | <b>2,778.33</b> | <b>215.12</b>       | <b>717.71</b>       | <b>2,060.62</b>   | <b>26</b>     |

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

10/01/2026  
11:14 AM

| <u>Expenditure Account</u> | <u>Description</u>     | <u>Prior Yr Expd</u> | <u>Budgeted</u>   | <u>Current Expd</u> | <u>YTD Expended</u> | <u>Unexpended</u> | <u>% Expd</u> |
|----------------------------|------------------------|----------------------|-------------------|---------------------|---------------------|-------------------|---------------|
| 514-4-43200-0000           | CONTROL                | 0.00                 | 0.00              | 0.00                | 0.00                | 0.00              | 0             |
| 514-4-43200-3160           | COLLECTION IN-TOWN     | 11,507.84            | 143,568.00        | 11,972.00           | 35,916.00           | 107,652.00        | 25            |
| 514-4-43200-3170           | COLLECTION OUT OF TOWN | 1,516.32             | 20,736.00         | 1,732.00            | 5,196.00            | 15,540.00         | 25            |
|                            | <b>43200 CONTROL</b>   | <b>13,024.16</b>     | <b>164,304.00</b> | <b>13,704.00</b>    | <b>41,112.00</b>    | <b>123,192.00</b> | <b>25</b>     |

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

10/01/2026  
11:14 AM

| Expenditure Account | Description                            | Prior Yr Expd    | Budgeted          | Current Expd     | YTD Expended     | Unexpended        | % Expd    |
|---------------------|----------------------------------------|------------------|-------------------|------------------|------------------|-------------------|-----------|
| 514-4-45000-0000    | GARBAGE MAINTENANCE                    | 0.00             | 0.00              | 0.00             | 0.00             | 0.00              | 0         |
| 514-4-45000-1100    | WAGES                                  | 130.34           | 2,912.24          | 254.74           | 852.98           | 2,059.26          | 29        |
| 514-4-45000-1400    | OTHER PAY/HOLIDAYS                     | 0.00             | 46.35             | 2.44             | 2.44             | 43.91             | 5         |
| 514-4-45000-2100    | FICA                                   | 8.86             | 235.91            | 18.52            | 62.00            | 173.91            | 26        |
| 514-4-45000-2200    | VRS                                    | 28.48            | 311.05            | 44.06            | 132.00           | 179.05            | 42        |
| 514-4-45000-2300    | HEALTH INSURANCE                       | 30.96            | 669.60            | 55.41            | 166.21           | 503.39            | 25        |
| 514-4-45000-2400    | GROUP LIFE INSURANCE                   | 1.64             | 19.44             | 2.74             | 8.20             | 11.24             | 42        |
| 514-4-45000-2500    | DISABILITY                             | 0.00             | 2.16              | 0.57             | 0.57             | 1.59              | 26        |
|                     | <b>45000 GARBAGE MAINTENANCE</b>       | <b>200.28</b>    | <b>4,196.75</b>   | <b>378.48</b>    | <b>1,224.40</b>  | <b>2,972.35</b>   | <b>29</b> |
|                     | <b>4 Total</b>                         | <b>13,896.03</b> | <b>180,187.22</b> | <b>14,749.34</b> | <b>44,560.99</b> | <b>135,626.23</b> | <b>25</b> |
|                     | <b>GARBAGE FUND Expenditure Totals</b> | <b>13,896.03</b> | <b>180,187.22</b> | <b>14,749.34</b> | <b>44,560.99</b> | <b>135,626.23</b> | <b>25</b> |

| 514 GARBAGE FUND | Prior       | Current     | YTD         |
|------------------|-------------|-------------|-------------|
| Revenues:        | 0.00        | 0.00        | 30,244.37   |
| Expenditures:    | 13,896.03   | 14,749.34   | 44,560.99   |
| Net Income:      | 13,896.03 - | 14,749.34 - | 14,316.62 - |

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

10/01/2026  
11:14 AM

| Revenue Account  | Description                    | Prior Yr Rev    | Anticipated      | Curr Rev    | YTD Rev     | Excess/Deficit    | % Real   |
|------------------|--------------------------------|-----------------|------------------|-------------|-------------|-------------------|----------|
| 701-3-41030-0001 | BP RECOUPMENT REV              | 0.00            | 64,795.16        | 0.00        | 0.00        | 64,795.16-        | 0        |
|                  | <b>41030 Total</b>             | <b>0.00</b>     | <b>64,795.16</b> | <b>0.00</b> | <b>0.00</b> | <b>64,795.16-</b> | <b>0</b> |
| 701-3-41040-0001 | BOND ISSUE                     | 2,612.50        | 2,612.50         | 0.00        | 0.00        | 2,612.50-         | 0        |
| 701-3-41040-0006 | TRANSFER FROM OTHER FUNDS      | 0.00            | 2,740.65         | 0.00        | 0.00        | 2,740.65-         | 0        |
|                  | <b>41040 Total</b>             | <b>2,612.50</b> | <b>5,353.15</b>  | <b>0.00</b> | <b>0.00</b> | <b>5,353.15-</b>  | <b>0</b> |
| 701-3-41060-0001 | HOME OWNERS REIM               | 0.00            | 1,718.82         | 0.00        | 0.00        | 1,718.82-         | 0        |
|                  | <b>41060 Total</b>             | <b>0.00</b>     | <b>1,718.82</b>  | <b>0.00</b> | <b>0.00</b> | <b>1,718.82-</b>  | <b>0</b> |
|                  | <b>3 Total</b>                 | <b>2,612.50</b> | <b>71,867.13</b> | <b>0.00</b> | <b>0.00</b> | <b>71,867.13-</b> | <b>0</b> |
|                  | <b>IDA FUND Revenue Totals</b> | <b>2,612.50</b> | <b>71,867.13</b> | <b>0.00</b> | <b>0.00</b> | <b>71,867.13-</b> | <b>0</b> |

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

10/01/2026  
11:14 AM

| <u>Expenditure Account</u> | <u>Description</u> | <u>Prior Yr Expd</u> | <u>Budgeted</u> | <u>Current Expd</u> | <u>YTD Expended</u> | <u>Unexpended</u> | <u>% Expd</u> |
|----------------------------|--------------------|----------------------|-----------------|---------------------|---------------------|-------------------|---------------|
| 701-4-12110-1100           | WAGES              | 0.00                 | 9,519.09        | 0.00                | 0.00                | 9,519.09          | 0             |
|                            | <b>12110 Total</b> | <b>0.00</b>          | <b>9,519.09</b> | <b>0.00</b>         | <b>0.00</b>         | <b>9,519.09</b>   | <b>0</b>      |

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

10/01/2026  
11:14 AM

| <u>Expenditure Account</u> | <u>Description</u>   | <u>Prior Yr Expd</u> | <u>Budgeted</u>  | <u>Current Expd</u> | <u>YTD Expended</u> | <u>Unexpended</u> | <u>% Expd</u> |
|----------------------------|----------------------|----------------------|------------------|---------------------|---------------------|-------------------|---------------|
| 701-4-45000-0000           | CONTROL              | 0.00                 | 0.00             | 0.00                | 0.00                | 0.00              | 0             |
| 701-4-45000-1300           | PT WAGES             | 1,488.68             | 13,072.31        | 2,048.79            | 7,158.06            | 5,914.25          | 55            |
| 701-4-45000-2100           | FICA                 | 113.88               | 1,000.03         | 156.73              | 547.59              | 452.44            | 55            |
| 701-4-45000-2700           | WORKER'S COMP        | 0.00                 | 460.63           | 0.00                | 0.00                | 460.63            | 0             |
|                            | <b>45000 CONTROL</b> | <b>1,602.56</b>      | <b>14,532.97</b> | <b>2,205.52</b>     | <b>7,705.65</b>     | <b>6,827.32</b>   | <b>53</b>     |

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

10/01/2026  
11:14 AM

| <u>Expenditure Account</u> | <u>Description</u>                | <u>Prior Yr Expd</u> | <u>Budgeted</u>   | <u>Current Expd</u> | <u>YTD Expended</u> | <u>Unexpended</u> | <u>% Expd</u> |
|----------------------------|-----------------------------------|----------------------|-------------------|---------------------|---------------------|-------------------|---------------|
| 701-4-81500-0000           | ECONOMIC DEVELOPMENT              | 0.00                 | 0.00              | 0.00                | 0.00                | 0.00              | 0             |
| 701-4-81500-3160           | TOURISM                           | 0.00                 | 20,000.00         | 0.00                | 0.00                | 20,000.00         | 0             |
| 701-4-81500-5100           | ELECTRICAL SERV.                  | 27.71                | 350.00            | 27.11               | 78.23               | 271.77            | 22            |
| 701-4-81500-5810           | DUES AND MEMBERSHIP               | 0.00                 | 2,800.00          | 2,658.00            | 2,658.00            | 142.00            | 95            |
| 701-4-81500-9210           | TRANSFER TO WATER                 | 0.00                 | 120,000.00        | 0.00                | 0.00                | 120,000.00        | 0             |
|                            | <b>81500 ECONOMIC DEVELOPMENT</b> | <b>27.71</b>         | <b>143,150.00</b> | <b>2,685.11</b>     | <b>2,736.23</b>     | <b>140,413.77</b> | <b>2</b>      |

Town of Amherst  
Statement of Revenue and Expenditures

10/01/2026  
11:14 AM

| Expenditure Account | Description                 | Prior Yr Expd | Budgeted   | Current Expd | YTD Expended | Unexpended | % Expd |
|---------------------|-----------------------------|---------------|------------|--------------|--------------|------------|--------|
| 701-4-81600-5999    | SMALL BUSINESS GRANTS       | 0.00          | 5,000.00   | 0.00         | 0.00         | 5,000.00   | 0      |
|                     | 81600 Total                 | 0.00          | 5,000.00   | 0.00         | 0.00         | 5,000.00   | 0      |
|                     | 4 Total                     | 1,630.27      | 172,202.06 | 4,890.63     | 10,441.88    | 161,760.18 | 6      |
|                     | IDA FUND Expenditure Totals | 1,630.27      | 172,202.06 | 4,890.63     | 10,441.88    | 161,760.18 | 6      |

|               |          |           |            |
|---------------|----------|-----------|------------|
| 701 IDA FUND  | Prior    | Current   | YTD        |
| Revenues:     | 2,612.50 | 0.00      | 0.00       |
| Expenditures: | 1,630.27 | 4,890.63  | 10,441.88  |
| Net Income:   | 982.23   | 4,890.63- | 10,441.88- |

|               |            |             |              |
|---------------|------------|-------------|--------------|
| Grand Totals  | Prior      | Current     | YTD          |
| Revenues:     | 510,848.05 | 92,348.05   | 1,029,021.46 |
| Expenditures: | 532,424.64 | 346,496.63  | 1,103,485.48 |
| Net Income:   | 21,576.59- | 254,148.58- | 74,464.02-   |

## **CLERK OF COUNCIL REPORT**

### **September 2026**

#### **COMMITTEE MEETINGS**

##### **Planning Commission**

**9/2/26 Regular Meeting:** Schedule meeting; receive and review agenda materials; assemble packet for meeting, distribute, and post to Town website; prepare for and attend meeting; draft minutes for approval; post to Town website.

##### **Town Council Meeting**

**9/9/26 Work Session and Regular Meetings:** Receive and review agenda materials; assemble packet for meeting and post to Town website; prepare for and attend meeting; draft minutes for approval; post to Town website.

**Quorums:** Coordinated with board and commission members to confirm quorums for scheduled meetings and to communicate meeting cancellations as necessary.

#### **TOWN WEBSITE ADMINISTRATOR - DESIGN AND CONTENT MANAGEMENT**

Administered and maintained the Town's website through ongoing content creation and management by regularly uploading and updating information and documents; creating informational posts, public notices, announcements, and web pages to support Town operations and communicate timely information to residents and visitors; managing links to internal and external resources; monitoring website traffic and performance; maintaining the site's design and appearance, including layout, graphics, photographs, and color schemes; and creating, editing, posting, updating, and removing content to ensure the website remained accurate, current, accessible, user-friendly, and visually appealing.

#### **FACEBOOK ADMINISTRATOR**

Administered the Town's Facebook page by creating, editing, and publishing content, sharing Town website updates, notices, meetings, news, and events, and monitoring engagement to ensure information remained accurate and current.

#### **ROAD CLOSURE PERMITS:**

**AMHERST FIRE DEPARTMENT FIRE FEST:** Correspond with Fire Department personnel; prepare application materials; correspond with VDOT; receive permit

**HALLOWEEN CELEBRATION:** Prepare application materials; correspond with VDOT

#### **CHRISTMAS PARADE**

Correspond with potential parade participants

Receive, review, and confirm participant entry forms

Set Christmas Parade Staff Meeting for October 6, 2026

#### **OTHER**

- Prepared and drafted legal advertisements, public hearing notices, and vacancy announcements; submitted advertisements through the newspaper portal and posted notices to the Town website.
- Converted and posted audio recordings of Council and various Board meetings to Town website
- Correspond with CivicPlus representative re WCAG 2.1 AA standards for website navigation, structure, and content
- Coordinate meal arrangements for Town Council meetings
- Respond to miscellaneous telephone inquiries and correspondence and conducted research on a variety of municipal matters.
- Submitted purchase receipts and supporting documentation to the Treasurer for payment

## **TOWN COMMITTEES AS OF SEPTMEBER 30, 2026**

### **Appointed/Term Ends**

#### **TOWN COUNCIL**

|                         |          |                                         |
|-------------------------|----------|-----------------------------------------|
| D. Dwayne Tuggle, Mayor | 01/01/23 | 12/31/26                                |
| Kenneth S. Watts        | 01/01/25 | 12/31/28                                |
| Jared Martin            | 01/01/25 | 12/31/28                                |
| Ventris Gibson          | 08/24/25 | 11/02/26 Special Election/Certification |
| Sonny Sundaramurthy     | 11/17/25 | 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 (TC Rep)    | 01/01/25 | 12/31/26         |
| William Jones              | 07/01/23 | 06/30/27         |
| Veda Butcher               | 11/12/25 | 11/11/29         |
| Harold Thomas              | 07/09/25 | 06/30/29         |
| John Ruff                  | 07/01/26 | 06/30/30         |
| John K. Vandervelde        | 07/01/22 | 06/30/26 -Vacant |

#### **BOARD OF ZONING APPEALS**

|                              |          |                   |
|------------------------------|----------|-------------------|
| R. A. Robertson, Chairperson | 09/01/23 | 08/31/28          |
| Shannan C. Carter            | 09/01/22 | 08/31/27          |
| June Driskill                | 09/01/25 | 08/31/20          |
| Ventris Gibson               | 08/25/25 | 08/31/26 -Vacant  |
| Jason David Eagle            | 09/01/24 | 08/31/29 - Vacant |

#### **ECONOMIC DEVELOPMENT AUTHORITY**

|                            |          |                   |
|----------------------------|----------|-------------------|
| Sharon Turner, Chairperson | 07/01/26 | 06/30/30          |
| Jared Martin- TC Rep.      | 07/09/25 | 12/31/26          |
| Jaynene Steward Casey      | 07/01/25 | 06/30/29          |
| Steven A. Jefferson        | 07/01/24 | 06/30/28          |
| C. Manley Rucker           | 07/01/25 | 06/30/29          |
| Mark Milhous               | 08/18/22 | 08/22/26 – Vacant |

#### **PROPERTY MAINTENANCE INVESTIGATION BOARD**

|                    |          |                   |
|--------------------|----------|-------------------|
| C. Manley Rucker   | 07/01/24 | 06/30/28          |
| Glenda Hash        | 07/01/24 | 06/30/28          |
| Bessie H. Kirkwood | 07/01/22 | 06/30/26 – Vacant |

#### **CENTRAL VIRGINIA PLANNING COMMISSION/MPO**

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

#### **CENTRAL VIRGINIA TRANSPORTATION COUNCIL/MPO**

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

#### **STANDING COUNCIL COMMITTEES**

01/01/25 12/31/26

Town Council will act as a whole in lieu of Standing Committees

**TOWN OF AMHERST  
DEPARTMENT OF PLANTS  
MONTHLY REPORT TO COUNCIL  
FOR September 2026**

02 . 24 . 2023

It's just a little leak, just a few drops, which then become a couple of cups, then pints, and finally gallons. Gallons become tens of gallons, then hundreds, then tens of hundreds, then thousands of gallons, then hundreds of thousands, and before you know it, we have slipped under the surface of a million gallons and on to multiple millions.



While comparing Drought '26 to the sinking of the Titanic is a dramatic flourish on the author's part, it remains a good comparison, since the Titanic was a statement of the day's advanced technology. Our advanced water treatment technologies are the same when confronted with the natural world.

A little leak is like a rivet in a ship's steel plate; when many fail, the leak becomes a torrent. Municipal water systems are under pressure now as those small leaks hemorrhage from distribution and homes, making it hard to maintain water levels in storage tanks.

Once treated water leaves the filter plant and enters the distribution system, it can be retrieved. If it leaks, it is lost. Now is the time to help the Captains plow ahead under full steam by ***"Repair of Report."*** Look for leaks in and around your home and repair them; if you're out around Town and see water running along a road right-of-way, or a puddle when there has been no rain, report it. Report it to Town Hall so staff can investigate and prepare an action plan.

Working together, we'll make it to safe harbors...

# TOWN OF AMHERST



## Maintenance Department

173 Industrial Park Drive, Amherst, Virginia 24521  
PHONE: (434) 238-4277 FAX: (434) 946-2087

September / 2026

- 85 Va 811 miss utility tickets
- Repaired 2" valve at wastewater plant
- Painted big chair at the park on main
- Watering garden club flowers
- Fixed multiple water leaks
- Had big chair built at the park on main
- APD parking lot completed
- Continued street and sidewalk maintenance
- Continued grass mowing
- Town hall parking lot completed
- New tap for poplar grove golf course
- Christmas decoration prep work



**Town of Amherst Planning Commission  
Minutes  
October 7, 2026**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on October 7, 2026, 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 follows:

|   |                |   |               |
|---|----------------|---|---------------|
| P | June Driskill  | A | John Ruff     |
| P | William Jones  | P | Veda Butcher  |
| P | Janice Wheaton | P | Harold Thomas |
|   | Vacant         |   |               |

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

The Chair opened the floor for citizen comments.

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

Mr. Thomas made a motion that was seconded by Mr. Jones to approve the minutes of the September 2, 2026, meeting.

There being no discussion, the motion carried 4-0-1 according to the following:

|                |         |  |               |        |
|----------------|---------|--|---------------|--------|
| June Driskill  | Aye     |  | John Ruff     | Absent |
| Janice Wheaton | Abstain |  | Veda Butcher  | Aye    |
| William Jones  | Aye     |  | Harold Thomas | Aye    |
| Vacant         |         |  |               |        |

The Commissioners were provided the Town Manager's monthly report on development and zoning activity.

Town Manager McGuffin gave a report on an amendment that has been submitted for Dulwich Acres, that, if approved, would add two additional lots to the subdivision. Town Manager McGuffin reported that the plat meets all Town requirements and has received all other necessary approvals. Staff recommended approval of the division.

Ms. Wheaton made a motion that was seconded by Ms. Butcher to approve the amendment to add two additional lots to Dulwich Acres, as recommended by staff.

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

|                |     |  |               |        |
|----------------|-----|--|---------------|--------|
| June Driskill  | Aye |  | John Ruff     | Absent |
| Janice Wheaton | Aye |  | Veda Butcher  | Aye    |
| William Jones  | Aye |  | Harold Thomas | Aye    |
| Vacant         |     |  |               |        |

Town Manager McGuffin gave a report on a proposed new freestanding use at Ambriar Shopping Center that could potentially affect the size and scope of the use permitted under the current ordinance requirements for off-street parking pertaining to shopping centers. Staff recommended scheduling a public hearing at the Commission's next meeting in November to consider an amendment to Section 24-513 of the Town's Zoning Ordinance, Amount of Off-Street Parking Required, pertaining to shopping centers. The proposed amendment would reduce the required parking for shopping centers to one space for every 400 square feet of floor area. If approved, the amendment would establish a parking requirement more consistent with the actual parking demand associated with the proposed use.

Mr. Jones made a motion that was seconded by Ms. Butcher to set a public hearing on an amendment to Zoning Ordinance Section 24-513, Amount of Off-Street Parking Required, Businesses, Shopping Centers at the Commissions November 4, 2026, meeting, as recommended by staff.

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

|                |     |  |               |        |
|----------------|-----|--|---------------|--------|
| June Driskill  | Aye |  | John Ruff     | Absent |
| Janice Wheaton | Aye |  | Veda Butcher  | Aye    |
| William Jones  | Aye |  | Harold Thomas | Aye    |
| Vacant         |     |  |               |        |

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.

There being no further business, on motion of Ms. Wheaton, seconded by Ms. Butcher, the meeting adjourned at 7:16 P.M.

The motion carried 5-0 according to the following:

|                |     |  |               |        |
|----------------|-----|--|---------------|--------|
| June Driskill  | Aye |  | John Ruff     | Absent |
| Janice Wheaton | Aye |  | Veda Butcher  | Aye    |
| William Jones  | Aye |  | Harold Thomas | Aye    |
| Vacant         |     |  |               |        |

June Driskill, Chairperson

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

For Approval

**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 October 5, 2026, at 5:15 p.m. in the Council Chambers of the Town Hall at 174 S. Main Street, Amherst, Virginia.

It was noted that a quorum was present as follows:

|   |                 |   |                  |
|---|-----------------|---|------------------|
| P | Sharon Turner   | A | Steven Jefferson |
| P | C. Manly Rucker | P | Jared Martin     |
| P | Meredith Newman | P | Jaynene Casey    |
|   | Vacant          |   |                  |

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

Mr. Rucker made a motion which was seconded by Ms. Casey to approve the minutes of the July 6, 2026, meeting.

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

|                 |     |                  |        |
|-----------------|-----|------------------|--------|
| Sharon Turner   | Aye | Steven Jefferson | Absent |
| C. Manly Rucker | Aye | Jared Martin     | Aye    |
| Meredith Newman | Aye | Jaynene Casey    | Aye    |
| Vacant          |     |                  |        |

Town Manager McGuffin provided a report on the draft proposal received from AECOM for the Brockman Industrial Park Repositioning Assessment and Scope of Work. The proposal included five separate tasks: Project Management, Market Analysis, Stakeholder Engagement, Benchmarking, and Repositioning Assessment. The Authority could elect to proceed with any or all of the proposed tasks should it decide to contract with AECOM.

Town Manager McGuffin requested guidance from the Authority regarding whether it preferred to negotiate directly with AECOM for a proposal for services or pursue a Request for Proposals (RFP) for similar services.

The Authority discussed the individual tasks included in AECOM's proposal, including whether stakeholder engagement was a necessary component of the assessment or whether the proposal should focus more heavily on market conditions and what the market will bear. During the discussion, the Authority raised a question regarding how the Town's existing mandatory water conservation conditions could impact future development of Brockman Industrial Park.

Mr. Rucker made a motion, seconded by Ms. Casey, to direct Town Manager McGuffin to pursue an alternative water source study for the Town and present potential options to the Authority and Town Council.

The motion carried 5-0 as follows:

|                 |     |                  |        |
|-----------------|-----|------------------|--------|
| Sharon Turner   | Aye | Steven Jefferson | Absent |
| C. Manly Rucker | Aye | Jared Martin     | Aye    |
| Meredith Newman | Aye | Jaynene Casey    | Aye    |
| Vacant          |     |                  |        |

By consensus, the Authority further directed Town Manager McGuffin to request that AECOM provide an itemized cost for each proposed task for consideration by the Authority. The matter was deferred.

There being no further business, the meeting adjourned at 5:33 p.m. on motion of Mr. Rucker and seconded by Ms. Casey.

The motion carried 5-0 as follows:

|                 |     |                  |        |
|-----------------|-----|------------------|--------|
| Sharon Turner   | Aye | Steven Jefferson | Absent |
| C. Manly Rucker | Aye | Jared Martin     | Aye    |
| Meredith Newman | Aye | Jaynene Casey    | Aye    |
| Vacant          |     |                  |        |

\_\_\_\_\_  
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

**To:** Town Council

**From:** Sara McGuffin, Town Manager

**Date:** October 8, 2026

**Re:** Tractor trade-in/mower purchase

---

One of the Town's zero turn mowers has had an engine failure. Staff looked at replacing the engine for the mower to continue using but has determined that given the overall state of the mower and expected future repairs, this was not a reasonable expense.

The Town purchased a sub-compact tractor several years ago, we have not found as much use for it as we had hoped, It has a backhoe attachment, but this does not have enough power for most of the jobs we do. Additionally, zero turn mowers have proved more useful for mowing. Staff discussed the possibility of trading in of the tractor for a new industrial grade zero turn. The trade in value of the tractor will cover the mower, as well as the initial service and a longer warranty.

While this is not technically a purchase, staff requests approval of this trade-in for a new mower. The cost quote for the mower is attached.

**Prepared For**

TOWN OF AMHERST  
186 S MAIN ST  
AMHERST, VA 245212642  
(434) 946-7885

**Prepared By**

Sean McGettigan  
James River Equipment  
1953 S Amherst Highway  
Amherst, VA 24521  
Sean.  
McGettigan@jamesriverequipment.  
com

**Quote Id** 2768207**Creation Date** 07-Oct-2026**Expiration Date** 21-Oct-2026

### Quote Summary

| Equipment Summary                                        | Selling Price | QTY In Group | Extended           |
|----------------------------------------------------------|---------------|--------------|--------------------|
| New 2026 JOHN DEERE Z930M ZTRAK 216ETC-1TC930MGHTT150208 | \$14,000.00   | 1            | \$14,000.00        |
| <b>Equipment Total</b>                                   |               |              | <b>\$14,000.00</b> |
| <hr/>                                                    |               |              |                    |
| <b>Quote Summary</b>                                     |               |              |                    |
| Total Selling Price                                      |               |              | \$14,000.00        |
| <b>Sub-total</b>                                         |               |              | <b>\$14,000.00</b> |
| <b>Balance Due</b>                                       |               |              | <b>\$14,000.00</b> |

17,000 on mini compact  
31000  
~~3000~~ Service CONTRACT 3yrs or 3 oil changes  
Extended warranty 1800hr \$2,160

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



## Selling Equipment

Quote # 2768207  
Customer TOWN OF AMHERST

### New 2026 JOHN DEERE Z930M ZTRAK 216ETC

QTY In Group : 1

|                     |                   |               |
|---------------------|-------------------|---------------|
| Hours               | 0                 | Selling Price |
| Serial Number       | 1TC930MGHTT150208 | \$14,000.00   |
| Stock Number        | 61002180          |               |
| PUK Parent Serial # | ---               |               |

### Equipment Summary

| Code   | Description | Qty | Adjusted Selling Price |
|--------|-------------|-----|------------------------|
| 216ETC | Z930M ZTRAK | 1   | \$14,609.00            |

### Base / Options

| Code                        | Description                             | Qty | Adjusted Selling Price |
|-----------------------------|-----------------------------------------|-----|------------------------|
| 001A                        | United States/Canada                    | 1   | \$0.00                 |
| 1036                        | 24x12x12 Pneumatic Turf Tire for 54 In. | 1   | \$0.00                 |
| 2093                        | Fully Adjustable Suspension Seat with A | 1   | \$595.00               |
| 1505                        | 60 In. Mulch On Demand Mower Deck       | 1   | \$1,100.00             |
| <b>Total Base / Options</b> |                                         |     | <b>\$16,304.00</b>     |

### Other Charges

| Description              | List Price      |
|--------------------------|-----------------|
| Additional Cost          | \$226.67        |
| <b>Total Adjustments</b> | <b>\$226.67</b> |

### Customer Discounts

| Description                   | Discount Amount     |
|-------------------------------|---------------------|
| Customer Discount             | (\$2,530.67)        |
| <b>Total Discounts</b>        | <b>(\$2,530.67)</b> |
| <b>Selling Price Subtotal</b> | <b>\$14,000.00</b>  |
| <b>Total Selling Price</b>    | <b>\$14,000.00</b>  |



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- Our cost-effective financing options simplify owning and operating John Deere equipment.

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- Pay your way with easy self-service tools.



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## 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, Town Manager

**Date:** October 8, 2026

**Re:** Proposed Ordinance amendment for parking requirements

---

Staff has received a request for information for development of a stand-alone business at Ambriar Shopping Center. The owners of the center are very excited about a new business, especially one that would bring new customers to the center. This use would be a small permanent building with drive through coffee.

The existing parking standard for shopping centers is 1 space/300 square feet. There are other retail types of commercial standards with within the Zoning Ordinance that are significantly lower. Given that a shopping center has a variety of businesses that have peaks at different times. Staff recommends using the 1 space/400 square feet standard that is used for furniture stores, hardware stores, etc.

The Planning Commission has set a public hearing for this change for their November meeting. Staff requests that the Council set a public hearing for the November meeting so that is change can be double-advertised and completed quickly.

**TOWN OF AMHERST**  
**APPLICATION FOR APPOINTMENT TO STANDING BOARDS, COMMISSIONS,**  
**AND AUTHORITIES**

The following biographical information has been requested by the Amherst Town Council on each nominee for Council appointment. When completed, please return to: Town of Amherst, Attn: Clerk of the Council, P.O. Box 280, 186 South Main Street, Amherst, VA 24521.

**Authority, Board, or Commission** (check all you wish to apply for):

- |                                                         |                                                                         |
|---------------------------------------------------------|-------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Planning Commission | <input type="checkbox"/> Property Maintenance Investigation Board       |
| <input type="checkbox"/> Board of Zoning Appeals        | <input type="checkbox"/> Town/Sweet Briar Sewer Use Advisory Commission |
| <input type="checkbox"/> Economic Development Authority |                                                                         |

Full Legal Name: Jeromey Cowart

Mailing Address: 156 Glenway Dr Amherst, VA 24521

Home Address: "Same as above"

E-mail Address: jeromey.cowart@live.com

Phone No: Office \_\_\_\_\_ Work: 434-270-9376

Length of time at present address: 5 years

Are you over the age of 18? yes

Employer Name: Segra Address: 1 Lomos Plaza Waynesboro, VA

Current employment position: Construction Manager

List specific information which might qualify you for this appointment: Town

resident since 2018, Small business owner within town.

Why are you interested in serving as a member of this authority, board or commission?:

Interested in preserving the small business aspect of Amherst. Want to see it become a destination.

  
\_\_\_\_\_  
Signature of Applicant

6-27-26  
\_\_\_\_\_  
Date

**TOWN OF AMHERST**  
**APPLICATION FOR APPOINTMENT TO STANDING BOARDS, COMMISSIONS,**  
**AND AUTHORITIES**

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**Authority, Board, or Commission** (check all you wish to apply for):

- |                                                         |                                                                         |
|---------------------------------------------------------|-------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Planning Commission | <input type="checkbox"/> Property Maintenance Investigation Board       |
| <input type="checkbox"/> Board of Zoning Appeals        | <input type="checkbox"/> Town/Sweet Briar Sewer Use Advisory Commission |
| <input type="checkbox"/> Economic Development Authority |                                                                         |

Full Legal Name: JANICE NORVELL WHEATON

Mailing Address: POST OFFICE Box 295 Amherst, Virginia  
24521

Home Address: 149 RIDGE DRIVE

E-mail Address: Wheatonjan2@gmail.com

CELL: 434.996.  
Phone No: Office 7694 Work: —

Length of time at present address: 9 years

Are you over the age of 18? YES

Employer Name: Retired Address: —

Current employment position: —

List specific information which might qualify you for this appointment: I have  
served on our Town Council and Planning Commission (as a  
TC Rep) For Almost Two Terms.

Why are you interested in serving as a member of this authority, board or commission?:

I believe my many years of service to our Town has given  
me invaluable experience to share with our Commissioners and Citizens.

Thank you  
Janice Norvell Wheaton  
Signature of Applicant

9/3/26  
Date

**TOWN OF AMHERST**  
**APPLICATION FOR APPOINTMENT TO STANDING BOARDS, COMMISSIONS,**  
**AND AUTHORITIES**

The following biographical information has been requested by the Amherst Town Council on each nominee for Council appointment. When completed, please return to: Town of Amherst, Attn: Clerk of the Council, P.O. Box 280, 186 South Main Street, Amherst, VA 24521.

**Authority, Board, or Commission** (check all you wish to apply for):

- |                                                             |                                                                         |
|-------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Planning Commission                | <input type="checkbox"/> Property Maintenance Investigation Board       |
| <input checked="" type="checkbox"/> Board of Zoning Appeals | <input type="checkbox"/> Town/Sweet Briar Sewer Use Advisory Commission |
| <input type="checkbox"/> Economic Development Authority     |                                                                         |

Full Legal Name: Sandra D. Kirk-Rodgers

Mailing Address: 148 N. Main St., Amherst

Home Address: same

E-mail Address: skirkrodgers@hotmail.com

Phone No: <sup>Home</sup> ~~Office~~ 540.221.0757 Work: \_\_\_\_\_

Length of time at present address: 15 yrs.

Are you over the age of 18? yes

Employer Name: Retired. Address: -

Current employment position: -

List specific information which might qualify you for this appointment: I live on north Main Street, and enjoy the cohesive, community of the neighborhood. I also recognize the historical, cultural, and

Why are you interested in serving as a member of this authority, board or commission?:

Because I recognize that the Town of Amherst is a uniquely wonderful place, I am interested in helping preserve its culture, while working to improve its economic prospects.

S. Kirk-Rodgers  
Signature of Applicant

Aug. 19, 2026  
Date

*economic importance of the downtown area. My great strengths are the fact that I am an ideal person, and have excellent organizational skills.*