

AMHERST TOWN COUNCIL
AGENDA – WEDNESDAY, APRIL 8, 2020
Meeting at 7:00 p.m.
Town Hall, 174 S. Main Street, Amherst, VA 24521

- A. Call to Order for the Town Council– 7:00 p.m. - Mayor Tuggle**
- B. Pledge of Allegiance** - *I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*
- C. Invocation-** *Any invocation that may be offered before the official start of the Amherst Town Council meeting shall be the voluntary offering to, and for, the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by Council and do not necessarily represent the religious beliefs or views of the Council in part or as a whole. No member of the audience is required to attend or participate in the invocation, and such decision will have no impact on their right to participate actively in the business of the Council. Copies of the policy governing invocations and setting forth the procedure by which a volunteer may deliver an invocation are available upon request at the Town Hall.*
- D. Public Hearings and Presentations**
- 1. Public Hearing on the FY 20-21 Budget (Pgs. 1-34)-** *The proposed budget is included in the packet. The public hearing has been set and advertised for April 8, 2020, with an original anticipated adoption date of May 13, 2020. Staff now recommends adoption on June 10, 2020. Revised numbers will be presented to Council at the end of May. Staff recommends continuing the public hearing to keep the process open for future meetings, given the changing economic conditions.*
 - 2. Public Hearing on the FY 20-21 Capital Improvement Program (Pg. 15)-** *The proposed Capital Improvement Program is included in the budget, on page 15. The Planning Commission held a public hearing on the CIP on March 4, 2020 and recommends approval of the CIP to Council. This may be adopted separately from the budget and does not obligate any spending.*
 - 3. Public Hearing- Bond Resolution (Pgs. 35-69)-** *Bids for the USDA funded sewer sliplining project came in higher than the approved funding amounts. USDA has offered the Town an additional loan amount of \$397,000 and an additional grant amount of \$938,000. The additional loan amount will not raise the Town’s payment beyond what was previously committed, as interest rates have fallen. A new resolution is required for the additional amount.*
- E. Citizen Comments –** *This time is set aside on the agenda for Town citizens to address Council regarding items not on the agenda for public hearing or presentations. Individual comment time is limited to three minutes, and groups are limited to five minutes. This time is for citizens to address Council, and not designed to be a question and answer session or a discussion time. If follow-up is requested, that will occur after the meeting. Citizen comments must be submitted in advance of the meeting, no later than 6:45 pm. Comments have been solicited via Facebook and the Town’s website.*
- F. Consent Agenda –** *Items on the consent agenda can be voted on as a block if all are in agreement with the recommended action or discussed individually.*
- 1. Town Council Minutes (Pgs. 70-75) –** *Draft of the March 11, 2020 meeting minutes are **attached**. Please let Vicki Hunt know of any concerns by Wednesday morning such that any needed corrections can be presented at the meeting.*
- G. Correspondence and Reports**
- 1. Staff Reports (Pgs. 76-86)**
 - a. Town Manager Monthly Report - **attached**

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

2. Council Committee Reports (Pg. 87)

- a. Finance Committee – *Mrs. Carton- Met March 18, 2020, minutes attached*
- b. Community Relations – *Mrs. Ogden*
- c. Utilities Committee – *Mr. Watts*

3. Other Reports

- a. Planning Commission
- b. Industrial Development Authority
- c. Robert E. Lee SWCD

H. Discussion Items

- 1. Proclamation for a Day of Prayer for our community and nation in response to COVID-19 (Pg. 88)-** *Sara Carter- Please find attached a proclamation of the Town Council calling for Good Friday to be a day of prayer for our community, nation and world in response to the novel coronavirus, COVID-19.*
- 2. Emergency ordinance and resolution to address continuity of operations during the pandemic (Pgs. 89-96)-** *Sara Carter- Staff recommends that the Council adopt a specific version of the model continuity of operations and electronic participation and meeting ordinance and resolution created by the LGA (Local Government Attorneys of Virginia). This will allow Council to address the need for emergency and electronic meetings during the crisis.*
- 3. Update on fees and taxes during the pandemic (Pgs. 97-98) –** *Sara Carter- Staff has provided updated information from the Treasurer’s Association regarding delaying penalties and interest charges for BPOL and related taxes.*
- 4. Leash Law (Pgs. 99)-** *Sara Carter- Staff has revised the proposed ordinance, per Council instructions at the March meeting.*
- 5. Privacy Policy (Pgs. 100-101)-** *Vicki Hunt- With the addition of more information on the Town’s website and increased usage of electronic participation, staff has drafted policies to address use and privacy on the Town’s website and social media.*
- 6. Amendment to Comprehensive Plan for conservation easement at the Amherst Milling Company-** *Sara Carter- Action on this item has been deferred since the December meeting. The last deferral request by the applicant was to the April meeting.*

I. Matters from Staff

J. Matters from Town Council

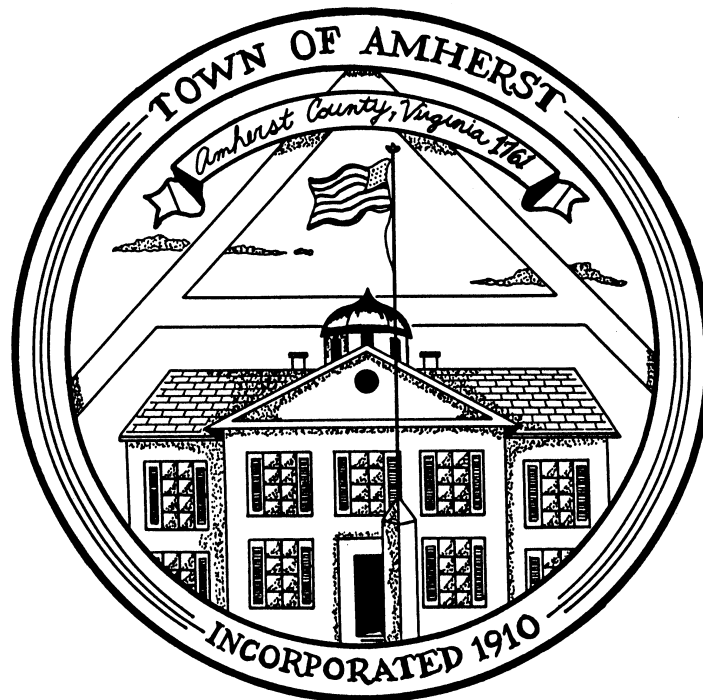
K. Anticipated Town Council Agenda Items for Next Month

L. Citizen Comments

M. Closed Session- Economic Development- *Pursuant to § 2.2-3711A.5 of the Code of Virginia, for the purpose of discussing an economic development prospect where no previous announcement has been made.*

N. Adjournment

Town of Amherst FY 21 Adopted Budget



Mayor D. Dwayne Tuggle
Vice-Mayor Rachel Carton
Councilor Kenneth G. Bunch
Councilor Sarah B. Ogden
Councilor Kenneth S. Watts
Councilor Janice N. Wheaton

Presented for Public Hearing on April 8, 2020

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



TOWN OF AMHERST

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

MEMO

Date: March 18, 2020

To: Mayor Dwayne Tuggle and Members of Town Council

From: Sara Carter, Town Manager

Re: FY 21 Town of Amherst Budget Proposal

It is my pleasure to recommend to the Amherst Town Council a fiscally responsible, balanced budget for the fiscal year 2020-2021. This budget continues the focused effort of the Town to reinvest in their facilities, staff, and fund balances.

Highlights:

- This budget accounts for a responsible, comprehensive look at our capital needs and includes those slated needs in the budget request.
- This budget is fully balanced in each fund, with operating expenses fully funded by revenues. General fund capital expenses are taken from reserves, which are more than adequate to fund these requests and maintain a healthy balance.
- The capital plan recommended in this budget continues this Council's efforts to respond to Town capital and infrastructure needs that were responsibly delayed in the recession. Each fund has excellent reserves to fully fund the program.
- This budget makes no recommended changes to tax or utility rates for any customers, continuing Council's direction to hold utility rates constant, as has been achieved for the last two budget cycles.
- The budget maintains the Town's long-term commitment to a well-maintained public utility system, anticipating the completion of the USDA funded sewer sliplining project and continuing the Water Treatment Plant upgrade, funded through the Virginia Drinking Water revolving loan fund. Neither of these projects are yet reflected in the budget, as they will be completed during the year and accounted for in coming years with debt payments. Both of these projects have significant grant money associated with them and have been programmed into the budget for several years with increasing reserves in the water and sewer funds.

- The budget builds in a cost of living increase for staff, based upon the consumer price index and builds in a step increase for satisfactory reviews.
- The budget also reflects the Town Council's decision to continue fully paid employee health insurance coverage with an excellent health plan.

Adoption Process:

Council has a public hearing set for the budget on April 8, 2020.

The budget is slated for adoption at the May 13, 2020 meeting.

Town Manager's Budget Message

Table of Contents.....1

Budget Ordinance.....2

Schedule of Local Tax Levy.....5

Utility Rate and Fee Policy.....6

Public Hearing Notice.....10

Proposed Capital Improvement Program.....12

General Fund

Revenue.....13

Expenditures.....13

Water Fund

Revenue.....17

Expenditures.....17

Sewer Fund

Revenue.....20

Expenditures.....20

Garbage Fund

Revenue.....23

Expenditures.....23

Industrial Development Authority Fund

Revenue and Expenditures.....24

Policies and Fund Balances

Personnel Cost Allocation Plan.....25

Fund Balances and Contingency Calculations.....26

Debt Balances and Payments.....27

Town Owned Vehicle Information.....27

Balance Sheet.....28

Statement of Net Position29

Fund Balance Analysis.....30

AN ORDINANCE TO ESTABLISH THE BUDGET FOR THE TOWN OF AMHERST, VIRGINIA FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021 MAKING REVENUE ESTIMATES AND APPROPRIATIONS FOR SAME.

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

A. SOURCES OF FUNDS

That for the support of the Town Government and its General Fund, for the tax year beginning on January 1, 2020, all taxes, fees, charges and penalties shall remain as heretofore set out by Ordinance, Resolution or other appropriate action of the Town Council except as the Town Council may establish or amend herein.

B. FUND ACCOUNTING

That the following projected sources and use of funds are hereby approved as the FY21 Town of Amherst budget and approved appropriations for the respective funds.

Estimated Revenues

General Fund	\$1,318,862
Water Fund	\$1,260,220
Sewer Fund	\$946,671
Garbage Fund	\$141,999
IDA Fund	\$334,857

Estimated Expenditures

General Fund	\$1,318,862
Water Fund	\$1,260,220
- Operations	\$816,880
- Debt Service and Capital Projects	\$443,340
Sewer Fund	\$946,671
- Operations	\$663,558
- Debt Service and Reserve	\$283,113
Garbage Fund	\$141,999
IDA Fund	\$334,857

C. TAX RATES

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

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

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

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

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

D. UTILITY RATES AND CHARGES

See attached Utility Rate and Fee Policy for rates related to water and sewer. The FY 21 budget holds all water and sewer rates and fees at the same level as fiscal years 18-20.

E. DONATIONS

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

Amount	Organization	Purpose/Conditions
\$20,000	Amherst Fire Department	Operating Costs, including water, sewer, electric, training, equipment.
\$2750	Second Stage	Community Movie program. An additional \$2750 should be available through a Challenge Grant, which would pass through Town coffers.
\$3000	Village Garden Club	Civic Beautification
\$2500	Amherst County Museum and Historical Society	Utilities, Programming and repairs to the Museum building.
\$2500	Neighbors Helping Neighbors	Supplies for Food Bank
\$200	Rotary Club	Civic Beautification
\$30,950	Total Donations	

F. FUND BALANCE REQUIRMENTS

The Town of Amherst maintains a Fund Balance Policy to ensure that the Town has adequate funds to address emergency situations and ensure the Town’s credit

worthiness. Required balances for the FY21 fiscal year are as follows:

General Fund Permanent Fund		\$ 329,716
General Fund Contingency		\$ 39,566
Water Fund Permanent Fund		\$ 647,560
Sewer Fund Permanent Fund		\$ 412,389

G. PERSONNEL

To maintain the work that has been done to keep salaries fair and competitive, the budget includes a Cost of Living increase for all employees of 2.12%, consistent with the cost of the consumer price index as shown by the 2019 calendar year.

Additionally, employees with a satisfactory review who have met their yearly performance goals shall also receive a 2% step increase.

Health insurance costs went up by approximately 9% and plan choices remain the same this year from last year.

H. CONDITIONS

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

This Ordinance was passed by a vote of the Amherst Town Council on the 13th of May and shall become effective on July 1, 2020.

Mayor

Attest:

Clerk of Council

Town of Amherst
Schedule of Local Levy
July 1, 2020

The following are tax levies for the fiscal year beginning July 1, 2020. The Town Code contains other tax levies and a more complete description of the Town's taxation program.

1. On the \$100.00 of assessed value of taxable real estate, including mobile homes, the rate shall be \$0.00.

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

3. On the \$100.00 of assessed value of taxable tangible personal property, including property specifically classified by Section 58.1-3506 and Section 58.1-3509 of the Code of Virginia, the rate shall be \$0.00.

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

Town of Amherst Utility Rate and Fee Policy

For FY 2020/21

Initiation or Termination of Service:

Requests to initiate or terminate Town water, sewer and/or refuse collection (utility) service are accepted at the Town Hall (434/946-7885) 9-5, M-F for processing by the Utilities Department. All new customers and changes to the party to be billed are charged a \$50.00 account set-up fee/ reconnection fee/trip charge at the time the account is opened and are required to show proper identification. All requests are to be in writing on a form available at the Town Hall.

Residential Customers:

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

<u>Rate Component</u>	<u>In Town Residential Base Charge</u>	<u>In Town Use Charge per 1,000 gallons</u>	<u>Out of Town Residential Base Charge</u>	<u>Out of Town Use Charge per 1,000 gallons</u>
Water:				
Effective July 1, 2017	\$15.60	\$7.75	\$31.20	\$15.50
Sewer:				
Effective July 1, 2017	\$27.35	\$6.85	\$54.70	\$13.70
Curbside Refuse Collection:				
Effective July 1, 2016	\$10.60		\$10.60	

Nonresidential Customers:

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

Curbside Refuse Collection:

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

Fire Sprinkler Fees

Fire sprinkler fees are as follows:

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

Charges for Water Not Discharged to Sewer:

The Town charges for sewer based on 100% return of the water to the sewer system for those Town water customers that are connected to the Town of Amherst wastewater collection and system. However, any customer may request that the Town install a separate "irrigation" meter for water that does not return to the sewer system – i.e. for lawn sprinkling or irrigation. For the purposes of billing, the irrigation meter shall be considered a separate account. Separate application and connection fees are required to be paid,

and once activated the water-only (no sewer or refuse collection fees apply) will be billed separately. All irrigation systems must meet the provisions of the Cross Connection Control Ordinance (§17-14 of the Town Code).

Dormant Account Fees:

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

Reconnection Fee:

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

Re-reads Charges:

The Town staff reviews water meter readings for accuracy and investigates suspected incorrect readings prior to mailing bills. In the case of a billing dispute, a customer may request that the Town re-read the customer's water meter. However, if the customer's water meter has already been re-read by the Town during the billing cycle in question, a \$20 trip fee will be charged to offset the cost of a Town employee making a second re-reading trip to the customer's meter. This charge will be added to the customer's next bill.

Billing:

Water meters are read every month and bills are calculated based upon the consumption recorded. All customers are billed every month. Bills are assigned a billing date which is normally the last day of the month during which the meter is read and then mailed to the customer. Payment is due by 5:00 P.M. on the 20th day of each month except when the 20th falls on a weekend or Town holiday the due date shall become 5:00 P.M. on the next business day. When a past due balance on any account is greater than \$200, a lien for the balance due plus any court recording fees will be recorded against the real estate. **Property owners are held responsible for utility bills against their properties.**

Adjustments for Leaks:

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

Late Payment Charges and Disconnect Procedures:

The Town will assess a late charge of 10% on all accounts when the payment is not received by 5:00 P.M. on the due date. All payments received after 5:00 P.M. are processed as the next business day's receipts. If a customer receives a bill with a previous bill balance, the previous balance must be received by 5:00 P.M. on the 2nd Monday of the month following receipt of that bill. If the previous balance is not received by that time the customer will be put on the Town's disconnect list for the following morning.

Restoration of Service:

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

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

Returned Payments:

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

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

Payment Arrangements:

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

Fire Hydrant Use:

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

Cross Connections:

As required by the Virginia Department of Health, where a high potential exists for contamination of the Town's municipal water system, a backflow prevention device approved by the Town of Amherst must be installed. This includes irrigation systems. Where required, the owner of the backflow prevention device must have annual tests performed to certify that the device is working correctly. Failure to install and operate such devices and/or provide certification or the test results to the Town of Amherst may result in the interruption of water service. (Reference §17-14 of the Town Code)

Sewer Connections and Discharges:

Connections to and discharges into the Town's sewer system must conform to local, state and federal

sewage pretreatment regulations. This includes the installation of grease traps for restaurants and grit traps for car washes. Failure to meet such provisions may result in the interruption of sewer service via disconnection of the water service or other means. (Reference §17-15 of the Town Code)

Availability and Connection Fees:

Availability Fees:

Meter Size	80% Capacity, gpm	Factor	In Town		Out of Town	
			Water	Sewer	Water	Sewer
5/8"	16	1	\$1,700	\$2,500	\$4,000	\$5,000
3/4"	24	1.5	\$2,550	\$3,750	\$6,000	\$7,500
1"	40	2.5	\$4,250	\$6,250	\$10,000	\$12,500
1 1/2"	80	5	\$8,500	\$12,500	\$25,000	\$25,000
2"	128	8	\$13,600	\$20,000	\$40,000	\$40,000
3"	280	17.5	\$29,750	\$43,750	\$87,500	\$87,500
4"	480	30	\$51,000	\$75,000	\$150,000	\$150,000
6"	1000	62.5	\$106,250	\$156,250	\$312,500	\$312,500

Connection Fees:

The connection fee shall be \$1,000 for water and \$700 for sewer.

Maintenance of Policy and Implementation

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

PUBLIC HEARING NOTICE

The Town of Amherst Town Council will hold public hearings at 7:00 PM on April 8, 2020, in the Council Chambers of the Town Hall at 174 South Main Street, Amherst, VA, on the following matters:

Capital Improvement Program

To receive comments on the Town's 2020 – 2021 Capital Improvement Program that identifies acquisition, construction and improvement of town facilities, and acquisition of capital equipment.

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

Proposed Fiscal Year 2019/2020 Town of Amherst Budget

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

Estimated Revenues

General Fund	\$1,318,862
Water Fund	\$1,260,220
Sewer Fund	\$946,671
Garbage Fund	\$141,999
IDA Fund	\$334,857

Estimated Expenditures

General Fund	\$1,318,862
Water Fund	\$1,260,220
- Operations	\$816,880
- Debt Service and Capital Projects	\$443,340
Sewer Fund	\$946,671
- Operations	\$663,558
- Debt Service and Reserve	\$283,113
Garbage Fund	\$141,999
IDA Fund	\$334,857

The proposed budget includes a continuation of the real estate tax rate at \$0.00/\$100.00 of assessed value and the personal property tax rate at \$0.00/\$100.00 of assessed value. It maintains the meals and beverage tax rate at 6%.

The proposed budget maintains water, sewer and curbside collection at their same rates:

<u>Rate Component</u>	<u>In Town Residential Base Charge</u>	<u>In Town Use Charge per 1,000 gallons</u>	<u>Out of Town Residential Base Charge</u>	<u>Out of Town Use Charge per 1,000 gallons</u>
Water:				
Effective July 1, 2017	\$15.60	\$7.75	\$31.20	\$15.50
Sewer:				
Effective July 1, 2017	\$27.35	\$6.85	\$54.70	\$13.70
Curbside Refuse Collection:	\$10.60		\$10.60	

A document containing the complete budget proposal, implementing Ordinance and supporting documentation is available online at www.amherstva.gov and for inspection in the Town Hall during normal working hours.

**Town of Amherst
Capital Improvement Program FY 20-21, Recommended by the Planning Commission**

Project Description & Ranking	CIP Committee Evaluation	Total Estimated Cost	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Recommended Sources of Funds
Police								
Generator	18	\$11,000.00	11,000.00					General Fund
UTV-Side by Side (shared)	19	16,500.00	16,500.00					All funds
Police Interceptor-SUV	13	87,000.00	42,000.00		45,000.00			General Fund
Community Development								
Park Improvements		60,000.00	60,000.00					General Fund
Maintenance								
New Truck	11	35,000.00			35,000.00			General Fund
Bucket Truck	13	35,000.00		35,000.00				General Fund
Town Hall A/C Heat Unit	11	35,000.00		35,000.00				General Fund
Backhoe	13	100,000.00			100,000.00			General Fund
Maintenance Shop Heat	14	6,000.00		6,000.00				General Fund
8 Ton Trailer	16	8,500.00	8,500.00					General Fund
Tractor w/ bucket mower & backhoe	19	30,000.00			30,000.00			General Fund
Utilities								
Sewer Sliplining Project		4,500,000.00	\$ 4,500,000.00					Grant and Loan
Water Treatment Plant Renovation		4,100,000.00	4,100,000.00					Grant and Loan
Sludge Dewaterer		1,500,000.00					1,500,000.00	Wastewater Fund
Used Water Plant Truck	14	39,524.00				30,000.00		Water Fund
Used Wastewater Truck	14	39,524.00			28,000.00			Wastewater Fund
Replace Author Court W/L		200,000.00		200,000.00				Grant and Water
Sunset Drive Replacement		1,019,260.00			1,019,260.00			Grant and Water
Waugh's Ferry Road Replacement		1,406,595.00			1,406,595.00			Grant and Water
Walnut Street Replacement		136,888.00				136,888.00		Grant and Water
Union Hill Replacement		420,416.00					420,416.00	Grant and Water
Zane Snead Replacement		294,400.00				294,400.00		Grant and Water
Total:		\$14,080,607	\$8,738,000	\$276,000	\$2,663,855	\$461,288	\$1,920,416	

General Fund Budget

General Fund Budget		FY 19 Budget	FY 20 Budget	FY 21 BUDGET			
		FY 19 Approved	FY 20 Approved	FY 21 Department Request	FY 21 Town Manager Recommended	FY 21 Approved	FY 21 Recommended less FY20 Adopted=Difference
GENERAL FUND REVENUES							
Real Property Taxes-Current	11010-0001	-	-				-
Real Property Taxes-Delinquent	11010-0002	-	-				-
Personal Property Tax-Current	11030-0001	-	-				-
Personal Property Tax-Delinquent	11030-0002	-	-				-
Penalties on Del Taxes	11060-0001	-	-				-
Interest on Del Taxes	11060-0002	-	-				-
Local Sales & Use Tax	12010-0001	100,000.00	105,000.00	105,000.00	105,000.00		-
Consumer Utility Tax-Gas, Elec	12020-0001	26,000.00	26,000.00	25,500.00	25,500.00		(500.00)
Electric Consumption Tax	12020-0002	18,000.00	19,000.00	19,000.00	19,000.00		-
Business License Tax	12030-0006	120,000.00	125,000.00	120,000.00	120,000.00		(5,000.00)
Business Lic Tax-Interest & Pen	12030-0007	2,300.00	3,200.00	3,000.00	3,000.00		(200.00)
Motor Vehicle Licenses	12050-0001	42,000.00	42,500.00	40,000.00	40,000.00		(2,500.00)
Motor Vehicle Licenses Penalties/Interest	12050-0002	4,000.00	400.00	400.00	400.00		-
Bank Stock Fee	12060-0001	75,000.00	58,000.00	70,000.00	70,000.00		12,000.00
Lodging Tax	12100-0001	7,900.00	8,500.00	9,000.00	9,000.00		500.00
Meals Tax	12110-0001	495,000.00	500,000.00	510,000.00	510,000.00		10,000.00
Meals Tax-Pen & Int.	12110-0002	1,000.00		1,000.00	1,000.00		1,000.00
Zoning Permits	13030-0007			600.00	600.00		600.00
Fines & Forfeitures	14010-0001	15,000.00	18,000.00	22,000.00	22,000.00		4,000.00
Interest on Bank Deposits	15010-0001	5,000.00	5,250.00	6,000.00	6,000.00		750.00
Interest on Investments	15010-0002	18,000.00	25,000.00	60,000.00	60,000.00		35,000.00
VIP Unrealized Gain/Loss	15010-0003						-
Tower Lease	15020-0005	9,400.00	9,400.00	9,400.00	9,400.00		-
Rent-Firing Range	15020-0006	-					-
Police Security	16030-0001	1,800.00	1,000.00				(1,000.00)
Refunds	18030-0001						-
Credit Card Transaction Fee	18030-0004	3,000.00	250.00	50.00	50.00		(200.00)
Returned Check Fee	18030-0005	400.00	200.00	250.00	250.00		50.00
Accident Reports	18030-0006	500.00	150.00	150.00	150.00		-
Misc Rev	18030-0007	1,000.00	1,000.00	1,000.00	1,000.00		-
Collection Fee	18030-0008			1,000.00	1,000.00		1,000.00
Donations-Police	18990-0003						-
DMV Stop Fees	19020-0005	1,200.00	300.00	1,200.00	1,200.00		900.00
Rolling Stock Tax	22010-0007	2,500.00	2,500.00	2,400.00	2,400.00		(100.00)
Personal Property Tax Relief	22010-0009	17,455.00	17,455.00	17,455.00	17,455.00		-
Rental Tax	22010-0010	2,000.00	2,000.00	2,000.00	2,000.00		-
Communication Tax from State	22010-0030	96,000.00	90,000.00	85,000.00	85,000.00		(5,000.00)
DCJS Grants	24010-0001						-
State Police Aid	24010-0003	54,588.00	54,588.00	56,608.00	56,608.00		2,020.00
Fire Programs Grant	24020-0001	10,000.00	10,000.00	10,000.00	10,000.00		-
Insurance Claims	41010-0001						-
Sale of Land/Vehicles/Buildings	41020-0001						-
Carryover from previous year for budget balance							-
Transfers from Other Funds	41050-0006						-
Reserve Funds	42000-0000		9,350.24		140,849.40		131,499.16
General Fund Revenues Totals		1,129,043.00	1,134,043.24	1,178,013.00	1,318,862.40	0.00	184,819.16

GENERAL FUND EXPENSES							
TOWN COUNCIL							
Wages	11010-1100	11,400.00	11,400.00	11,400.00	11,400.00		-
FICA	11010-2100	872.10	872.10	872.10	872.10		-
Travel-Milage/Hotels/Conference	11010-5501		2,500.00		2,500.00		-
Employee Recognition	11010-5811	2,000.00	2,000.00		2,000.00		-
Town Council Totals		14,272.10	16,772.10	12,272.10	16,772.10	-	-

General Fund Budget

General Fund Budget		FY 19 Budget	FY 20 Budget	FY 21 BUDGET			
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Department Request	FY 21 Town Manager Recommended	FY 21 Approved	FY 21 Recommended less FY20 Adopted=Difference
TOWN MANAGER							
Wages	12110-1100	24,759.00	25,632.99	26,689.07	26,689.07		1,056.08
PT Wages	12110-1300	32,827.09	35,982.75	35,377.08	35,377.08		(605.67)
FICA	12110-2100	4,405.34	4,560.60	4,748.06	4,748.06		187.46
VRS	12110-2200	3,825.03	4,107.52	4,270.25	4,270.25		162.73
Health Insurance	12110-2300	2,462.40	2,462.40	2,579.04	2,579.04		116.64
Group Life Insurance	12110-2400	306.66	329.31	357.63	357.63		28.32
STD/Long-Term Disability	12110-2500	178.26	151.23	140.92	140.92		(10.31)
Unemployment Insurance	12110-2600	50.00	25.00	25.00	25.00		-
Worker's Comp	12110-2700	146.01	137.42	154.47	154.47		17.05
Professional Svcs	12110-3150	800.00	2,500.00	2,500.00	2,500.00		-
Printing & Binding	12110-3500						-
Advertising	12110-3600	3,000.00	2,000.00	2,000.00	2,000.00		-
Contingency requirement	12110-5000	98,021.65	33,871.00	33,871.00	39,604.00		5,733.00
Postage	12110-5210	200.00	200.00	200.00	200.00		-
Telecommunications	12110-5230	540.00	540.00	540.00	540.00		-
Crime & Cyber Insurance	12100-5307	2,329.00	2,481.00	2,481.00	2,481.00		-
Travel-Mileage/Hotel/Conference	12110-5501	4,150.00	4,150.00	4,150.00	3,500.00		(650.00)
Dues & Memberships	12110-5810	3,600.00	4,829.00	6,500.00	5,000.00		171.00
Capital Improvement Program	12110-8000		33,534.00		138,000.00		104,466.00
Town Manager Totals		181,600.44	157,494.22	126,583.52	268,166.52	0.00	110,672.30
Town Attorney	12210-3150	40,000.00	30,000.00	40,000.00	35,000.00		5,000.00
Independent Auditor	12240-3150	16,000.00	20,000.00	17,000.00	17,000.00		(3,000.00)
FINANCE DEPARTMENT							
Wages	12420-1100	38,781.19	40,149.35	42,020.71	42,020.71		1,871.36
PT Wages	12420-1300	9,612.97	10,019.49	8,691.05	8,691.05		(1,328.44)
FICA	12420-2100	3,702.15	3,837.92	3,879.45	3,879.45		41.53
VRS	12420-2200	6,336.85	6,433.67	6,723.31	6,723.31		289.64
Health Insurance	12420-2300	6,657.60	6,657.60	6,972.96	6,972.96		315.36
Group Life Insurance	12420-2400	508.03	515.80	563.08	563.08		47.28
Unemployment Insurance	12420-2600	50.00	50.00	45.00	45.00		(5.00)
Worker's Comp	12420-2700	141.27	146.54	153.51	153.51		6.97
DMV Stops	12420-3009	1,500.00	1,500.00	1,500.00	1,500.00		-
Professional Svcs	12420-3150	-	2,800.00	2,800.00	2,800.00		-
Banking Service Charges	12420-3160	3,000.00	1,500.00	1,500.00	1,500.00		-
VIP Management Fee	12420-3170			5,000.00	5,000.00		5,000.00
Service Contracts	12420-3320	3,215.00	3,215.00	3,500.00	3,500.00		285.00
Advertising	12420-3600	-		200.00	200.00		200.00
Postage	12420-5210	3,000.00	3,000.00	5,000.00	5,000.00		2,000.00
Telecommunications	12420-5230	1,080.00	1,080.00	1,080.00	1,080.00		-
Travel-Mileage/Hotel/Conference	12420-5501	1,850.00	1,850.00	1,000.00	1,000.00		(850.00)
Dues & Memberships	12420-5810	210.00	210.00	500.00	500.00		290.00
Office Supplies	12420-6001	3,500.00	4,000.00	5,000.00	5,000.00		1,000.00
Finance Totals		83,145.06	86,965.37	96,129.07	96,129.07	0.00	9,163.70
Information Technology							
I.T. Services	12510-3150	10,000.00	8,000.00	8,000.00	8,000.00		-
Phone Maintenance	12510-3330	1,200.00	1,000.00	1,000.00	1,000.00		-
Website Maintenance	12510-3340	500.00	1,000.00	1,000.00	1,000.00		-
Microsoft Office Service	12510-5600	5,760.00	7,620.00	8,580.00	8,580.00		960.00
I.T. Supplies	12510-6002	2,000.00	2,000.00	2,000.00	2,000.00		-
I.T. Equipment	12510-8001	2,000.00	2,000.00	5,000.00	4,000.00		2,000.00
I.T. Totals		21,460.00	21,620.00	25,580.00	24,580.00	-	2,960.00

General Fund Budget

		FY 19 Budget	FY 20 Budget	FY 21 BUDGET			
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Department Request	FY 21 Town Manager Recommended	FY 21 Approved	FY 21 Recommended less FY20 Adopted=Difference
POLICE DEPARTMENT							
Wages	31100-1100	308,087.94	309,138.55	325,773.32	325,773.32		16,634.77
Overtime	31100-1200		3,500.00	6,553.76	4,250.00		750.00
PT Wages	31100-1300	7,614.67	7,614.67	11,338.02	8,217.14		602.47
Other Pay/Holiday	31100-1400	9,659.07	10,500.00	13,345.83	11,000.00		500.00
Security Wages	31100-1500	1,800.00	1,800.00	-			(1,800.00)
FICA	31100-2100	25,027.87	25,708.97	27,311.34	27,311.34		1,602.37
VRS	31100-2200	50,341.57	50,513.24	52,123.73	52,123.73		1,610.49
Health Insurance	31100-2300	57,936.00	57,936.00	58,920.00	58,920.00		984.00
Group Life Insurance	31100-2400	4,035.95	4,049.72	4,365.36	4,365.36		315.64
Unemployment Insurance	31100-2600	75.00	50.00	70.00	70.00		20.00
Worker's Comp	31100-2700	10,879.06	10,656.51	11,228.69	11,228.69		572.18
LODA Insurance	31100-2710	2,787.00	5,849.00	5,849.00	5,849.00		-
Repair & Maint. Svcs	31100-3310	9,000.00	9,000.00	9,000.00	9,000.00		-
CODE RED	31100-3400	2,500.00	2,500.00	2,500.00	2,500.00		-
Advertising	31100-3600	500.00	500.00	500.00	500.00		-
Postage	31100-5210	500.00	500.00	500.00	500.00		-
Telecommunications	31100-5230	6,000.00	6,600.00	8,400.00	8,400.00		1,800.00
Motor Vehicle Insurance	31100-5305	3,180.14	3,530.39	3,585.00	3,585.00		54.61
Other Property Insurance	31100-5306	479.90	509.22	545.30	545.30		36.08
Tuition Reimbursement	31100-5400			5,000.00	4,000.00		4,000.00
Travel-Mileage/Conference/Hotel	31100-5501	2,000.00	4,000.00	5,000.00	5,000.00		1,000.00
Rent of Building	31100-5600						-
Public Safety Event	31100-5700			10,000.00	10,000.00		10,000.00
Fire Range Fees	31100-5800	3,000.00	3,000.00	5,000.00	3,000.00		-
Attorney Fees	31100-5801	2,955.00	2,955.00	3,000.00	3,000.00		45.00
Dues & Memberships	31100-5810	5,000.00	5,000.00	6,000.00	6,000.00		1,000.00
Office Supplies	31100-6001	1,500.00	2,500.00	3,000.00	3,000.00		500.00
Fuel	31100-6008	15,000.00	15,000.00	15,000.00	15,000.00		-
Vehicle/Power Equipment Supplies	31100-6009	9,000.00	9,000.00	9,000.00	9,000.00		-
Police Supplies	31100-6010	6,000.00	9,000.00	15,000.00	10,000.00		1,000.00
Uniforms	31100-6011	5,000.00	5,000.00	8,000.00	6,000.00		1,000.00
Crime Prevention	31100-6030	4,000.00	4,000.00	6,000.00	4,500.00		500.00
Investigation Expense	31100-6032	1,000.00	2,000.00	2,000.00	2,000.00		-
Grant Expenses	31100-6040	-					-
Vehicles	31100-8005	-					-
Police Department		554,859.17	571,911.27	633,909.36	614,638.88	0.00	42,727.61
PUBLIC SAFETY							
Fire Dept Contributions	32200-5600	10,000.00	12,250.00	20,000.00	20,000.00		7,750.00
Fire Programs Grants	32200-5701	10,000.00	10,000.00	10,000.00	10,000.00		-
Rescue Contributions	32300-5600	10,500.00					-
Public Safety		30,500.00	22,250.00	30,000.00	30,000.00	0.00	7,750.00
Streetlights	41320-5100	26,225.00	25,500.00	25,995.15	25,995.15		495.15

General Fund Budget

		FY 19 Budget	FY 20 Budget	FY 21 BUDGET			
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Department Request	FY 21 Town Manager Recommended	FY 21 Approved	FY 21 Recommended less FY20 Adopted=Difference
GENERAL PROPERTIES							
Wages	43200-1100	17,455.57	18,266.10	20,105.89	20,105.89		1,839.79
PT Wages	43200-1300	12,032.02	12,735.78	13,258.28	13,258.28		522.50
Other Pay/Holiday	43200-1400	354.16	279.52	314.04	314.04		34.52
FICA	43200-2100	2,282.89	2,366.03	2,546.84	2,546.84		180.81
VRS	43200-2200	2,852.24	2,927.02	3,216.94	3,216.94		289.92
Health Insurance	43200-2300	4,104.00	4,104.00	5,906.40	5,906.40		1,802.40
Group Life Insurance	43200-2400	228.67	234.66	269.42	269.42		34.76
Long-Term Disability	43200-2500			-			-
Unemployment Insurance	43200-2600	75.00	75.00	60.00	60.00		(15.00)
Worker's Comp	43200-2700	201.72	183.47	190.98	190.98		7.51
Maintenance Contracts	43200-3310	5,000.00	5,000.00	5,000.00	5,000.00		-
Electric	43200-5100	2,800.00	11,460.76	8,531.62	8,531.62		(2,929.14)
Heating Services	43200-5110	3,200.00	3,200.00	6,000.00	5,000.00		1,800.00
Water/Sewer	43200-5120	13,595.00	11,000.00	3,373.34	5,000.00		(6,000.00)
Telecommunication	43200-5230	6,720.00	6,792.00	14,040.00	7,000.00		208.00
Property Insurance	43200-5304	548.98	559.15	559.09	559.06		(0.09)
Motor Vehicle Insurance	43200-5305	1,259.63	1,322.09	1,420.00	1,420.00		97.91
Other Property Insurance	43200-5306	1,116.34	1,305.70	1,306.21	1,306.21		0.51
General Liability Insurance	43200-5308	12,510.00	12,953.00	12,350.00	12,350.00		(603.00)
Lease of Equipment	43200-5410	2,000.00	2,000.00	5,000.00	5,000.00		3,000.00
Travel-Mileage/Conference/Hotel	43200-5501	2,000.00	2,000.00	4,000.00	3,000.00		1,000.00
Dues & Memberships	43200-5810	-					-
Office Supplies	43200-6001	1,000.00	1,000.00	1,000.00	750.00		(250.00)
Janitorial Supplies	43200-6005	2,000.00	1,000.00	3,000.00	2,000.00		1,000.00
Repair & Maint. Supplies	43200-6007	5,000.00	15,000.00	21,500.00	21,500.00		6,500.00
Fuel	43200-6008	12,000.00	13,000.00	15,000.00	13,000.00		-
Vehicle/Power Equipment Supplies	43200-6009	29,000.00	29,000.00	29,000.00	29,000.00		-
Uniforms	43200-6011	2,000.00	2,000.00	3,000.00	2,500.00		500.00
Christmas Decorations	43200-6012	4,000.00	4,000.00	4,000.00	6,200.00		2,200.00
Ag Supplies	43200-6013	2,000.00	2,000.00	3,000.00	3,000.00		1,000.00
Equipment/Vehicles	43200-8005						-
General Properties Totals		147,336.22	165,764.28	186,949.05	177,985.68	0.00	12,221.40
CVCC Small Bus. Center Contr.	68000-5600	-					-
Second Stage Contr	71300-5600	2,500.00	2,750.00	3,000.00	2,750.00		-
Amherst Mountain Bike Club	71500-5600			5,000.00	0.00		-
Village Garden Club Contr.	72100-5600	2,500.00	3,500.00	3,000.00	3,000.00		(500.00)
Rotary Club	72150-5600	-	200.00		200.00		-
Museum Contributions	72200-5600	2,500.00	2,500.00	2,900.00	2,500.00		-
Planning/Zoning							
Professional Services	81100-3100						-
Advertising	81100-3600	1,000.00	500.00	500.00	500.00		-
Postage	81100-5210	100.00	100.00	100.00	100.00		-
Planning Grants	81100-5701						-
Dues/Memberships	81100-5810	1,045.00	1,045.00	1,045.00	1,045.00		-
General Properties Totals		2,145.00	1,645.00	1,645.00	1,645.00	0.00	0.00
Community Development							
Chamber of Commerce Contr.	81600-5600	2,500.00	2,671.00				(2,671.00)
Neighbors Helping Neighbors Contr.	83500-5600	1,500.00	2,500.00	2,500.00	2,500.00		-
Community Development Totals		4,000.00	5,171.00	2,500.00	2,500.00	0.00	(2,671.00)
Revenue Refunds	94200-9000						-
Renovations	94000-8001						-
Purchase of Land/Buildings	94000-8000						-
General Fund Expense Total		1,129,042.99	1,134,043.24	1,207,463.25	1,318,862.40	-	184,819.16

Water Budget		FY 19 Budget	FY 20 Budget	FY 21 Budget			
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Department Request	FY 21 Town Manager Recommended	FY 21 Approved	FY 21 Recommended less FY20 Adopted=Difference
WATER FUND REVENUE							
Water In-Town Base Charges	16080-0005	283,770.38	283,723.58	264,081.26	264,081.26		-19,642.32
Water OT Base Charges	16080-0006	192,915.17	192,852.77	166,864.32	166,864.32		-25,988.45
Water In-Town Usage Charge	16080-0007	417,806.34	417,806.34	401,928.87	401,928.87		-15,877.47
Water OT Usage Charges	16080-0008	317,304.69	317,304.69	274,956.36	274,956.36		-42,348.33
Penalties	16080-0009	16,000.00	15,000.00	15,000.00	15,000.00		0.00
Trip Charges	16080-0010	11,000.00	15,000.00	11,000.00	11,000.00		-4,000.00
Dormant Acct Fee	16080-0011	9,110.00	3,716.01	3,582.41	3,582.41		-133.60
Fire Sprinklers	16080-0012	4,968.00	4,968.00	4,968.00	4,968.00		0.00
Avalability Fee	16080-0013						0.00
Water Charges-SBC	16080-0014	113,653.44	113,653.44	117,838.68	117,838.68		4,185.24
Reimbursement of Const. Cost	19020-0004	-					0.00
Grant Revenue	21000-0000	-					0.00
Transfer from Reserve	41040-0006		45,172.68				-45,172.68
Revenue Totatls		1,366,528.02	1,409,197.51	1,260,219.91	1,260,219.90	0.00	-148,977.61
WATER FUND EXPENSES							
TOWN MANAGER							
Wages	12110-1100	36,680.00	37,974.80	\$ 39,539.37	39,539.37		1,564.57
PT Wages	12110-1300	4,103.39	4,247.84	\$ 4,422.13	4,422.13		174.29
FICA	12110-2100	3,119.93	3,230.03	\$ 3,363.05	3,363.05		133.02
VRS	12110-2200	5,666.71	6,085.21	\$ 6,326.30	6,326.30		241.09
Health Insurance	12110-2300	3,648.00	3,648.00	\$ 3,820.80	3,820.80		172.80
Group Life Insurance	12110-2400	454.30	487.86	\$ 529.83	529.83		41.97
STD/Long-Term Disability	12110-2500	264.10	224.05	\$ 208.77	208.77		-15.28
Unemployment Insurance	12110-2600						0.00
Contingency	12110-5000	25,000.00	25,000.00		25,000.00		0.00
Town Manager Totals		78,936.43	\$ 80,897.79	\$ 58,210.25	83,210.25	\$ -	2,312.46
FINANCE DEPARTMENT							
Wages	12420-1100	34,066.27	35,267.30	37,145.28	37,145.28		1,877.98
PT Wages	12420-1300	20,027.02	20,873.95	17,382.09	17,382.09		-3,491.86
FICA	12420-2100	4,138.14	4,294.81	4,171.34	4,171.34		-123.47
VRS	12420-2200	5,566.43	5,651.35	5,943.25	5,943.25		291.90
Health Insurance	12420-2300	6,384.00	6,384.00	6,686.40	6,686.40		302.40
Group Life Insurance	12420-2400	446.27	453.08	497.75	497.75		44.67
Unemployment Insurance	12420-2600						0.00
Professional Services	12420-3120						0.00
Banking Service Charges	12420-3160	1,000.00	2,000.00	1,500.00	1,500.00		-500.00
Support Contracts	12420-3320	2,625.00	2,625.00	2,750.00	2,750.00		125.00
Misc Exp	12420-5000						0.00
Postage	12420-5210			2,500.00	2,500.00		2,500.00
Supplies	12420-6001			7,000.00	7,000.00		7,000.00
Finance Totals		74,253.13	\$ 77,549.49	\$ 85,576.11	85,576.11	\$ -	8,026.62

Water Budget		FY 19 Budget	FY 20 Budget	FY 21 Budget			
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Department Request	FY 21 Town Manager Recommended	FY 21 Approved	FY 21 Recommended less FY20 Adopted=Difference
WATER OPERATIONAL DEPARTMENT							
Wages	44000-1100	123,364.41	127,730.34	131,981.01	131,981.01		4,250.67
PT Wages	44000-1300	13,759.20	14,244.90	14,545.36	14,545.36		300.46
Other/Holiday	44000-1400	3,850.70	5,117.03	5,162.80	5,162.80		45.77
FICA	44000-2100	10,784.54	11,204.23	11,551.17	11,551.17		346.94
VRS	44000-2200	20,157.74	20,467.95	21,116.96	21,116.96		649.01
Health Insurance	44000-2300	18,960.00	22,800.00	23,880.00	23,880.00		1,080.00
Group Life Insurance	44000-2400	1,616.07	1,640.94	1,768.55	1,768.55		127.61
Long-Term Disability	44000-2500	269.52	224.28	196.91	196.91		-27.37
Unemployment Insurance	44000-2600	75.00	75.00	40.00	40.00		-35.00
Worker's Comp	44000-2700	3,631.73	3,569.05	3,606.37	3,606.37		37.32
Water Shed Mgmt	44000-3100	23,000.00	0.00	-			0.00
Testing Services	44000-3140	18,000.00	12,000.00	12,500.00	12,500.00		500.00
Professional Svcs	44000-3150	3,000.00	3,000.00	3,200.00	3,200.00		200.00
Repair & Maint. Svcs	44000-3310	10,000.00	10,000.00	10,000.00	10,000.00		0.00
Advertising	44000-3600	2,000.00	2,000.00	2,000.00	2,000.00		0.00
Electrical Svcs	44000-5100	48,000.00	40,000.00	34,881.99	35,000.00		-5,000.00
Water & Sewer	44000-5120	48,000.00	32,000.00	30,678.32	32,000.00		0.00
Postage	44000-5210	2,500.00	2,000.00	2,000.00	2,000.00		0.00
Telecommunications	44000-5230	3,660.00	3,480.00	4,320.00	4,320.00		840.00
Property Insurance	44000-5304	3,028.50	3,084.61	3,084.27	3,084.27		-0.34
Motor Vehicle Insurance	44000-5305	403.23	423.23	454.57	454.57		31.34
Travel-Mileage/Hotel/Conference	44400-5501	4,000.00	4,000.00	4,000.00	4,000.00		0.00
Lease/Rent Equipment	44000-5410						0.00
Permits	44000-5600						0.00
Dues & Memberships	44000-5810	2,000.00	2,000.00	2,000.00	2,000.00		0.00
Office Supplies	44000-6001	5,000.00	2,500.00	2,500.00	2,500.00		0.00
Lab Supplies	44000-6004	12,500.00	15,000.00	15,000.00	15,000.00		0.00
Repair & Maint. Supplies	44000-6007	25,000.00	25,000.00	25,000.00	25,000.00		0.00
Fuel/Oil	44000-6008	2,000.00	2,000.00	2,000.00	2,000.00		0.00
Vehicle & Equip Supplies	44000-6009	5,000.00	5,000.00	5,000.00	5,000.00		0.00
Uniforms	44000-6011	1,000.00	1,500.00	1,500.00	1,500.00		0.00
Chemicals	44000-6051	40,000.00	42,000.00	65,000.00	65,000.00		23,000.00
Equipment	44000-8005	25,000.00	25,000.00	25,000.00	25,000.00		0.00
Operational Totals		479,560.65	439,061.56	463,968.27	465,407.97	0.00	26,346.41

Water Budget		FY 19 Budget	FY 20 Budget	FY 21 Budget			
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Department Request	FY 21 Town Manager Recommended	FY 21 Approved	FY 21 Recommended less FY20 Adopted=Difference
WATER MAINTENANCE DEPARTMENT							
Wages	45000-1100	87,277.84	91,330.52	100,529.43	100,529.43		9,198.91
PT Wages	45000-1200	1,941.69	616.31	700.00	700.00		83.69
Other Pay/Holiday	45000-1300	1,770.79	1,397.62	1,570.19	1,570.19		172.57
FICA	45000-2100	6,960.76	7,005.88	7,662.90	7,662.90		657.02
VRS	45000-2200	14,261.20	14,635.12	16,084.71	16,084.71		1,449.59
Health Insurance	45000-2300	20,520.00	20,520.00	21,492.00	21,492.00		972.00
Group Life Insurance	45000-2400	1,143.34	1,173.32	1,347.09	1,347.09		173.77
Long-Term Disability	45000-2500			-			0.00
Unemployment Insurance	45000-2600	-					0.00
Worker's Comp	45000-2700	3,496.36	3,496.36	7,078.91	7,078.91		3,582.55
Repair & Maint. Svcs	45000-3310	-					0.00
Miss Utility	45000-5130	600.00	600.00	600.00	600.00		0.00
Telecommunication	45000-5230	-					0.00
Motor Vehicle Insurance	45000-5305	1,259.63	1,322.09	1,420.00	1,420.00		97.91
Lease of Equipment	45000-5410	2,000.00	2,000.00	2,000.00	2,000.00		0.00
Travel-Mileage/Conference/Hotel	45000-5501	2,000.00	2,000.00	2,000.00	2,000.00		0.00
Dues & Memberships	45000-5810	200.00	200.00	200.00	200.00		0.00
Repair & Maint. Supplies	45000-6007	20,000.00	20,000.00	20,000.00	20,000.00		0.00
Fuel	45000-6008	-					0.00
Vehicle/Power Equipment Supplies	45000-6009	-					0.00
Uniforms	45000-6011	-					0.00
Equipment/Vehicles	45000-8005						0.00
Maintenance Totals		163,431.61	166,297.22	182,685.23	182,685.23	-	16,388.01
W. Court Street Project	94000-8000						0.00
Water Sedimentation Basin	94000-8001						0.00
Debt Payments							
60W W/L Principle	95000-9000	13,695.00	14,320.00	14,760.00	14,760.00		440.00
60W W/L Interest	95000-9001	15,350.00	14,725.00	14,295.00	14,295.00		-430.00
Refi Water Loan Principle	95000-9002	37,741.00	0.00				0.00
Refi Water Loan Interest	95000-9003	147,465.00	0.00				0.00
Mainstreet W/L Principle	95000-9004	70,848.10	67,050.58	68,570.00	68,570.00		1,519.42
Mainstreet W/L Interest	95000-9005	52,103.58	55,902.00	54,390.00	54,390.00		-1,512.00
Sterling Debt Refi Prin	95000-9006		89,710.87	109,840.00	109,840.00		20,129.13
Sterling Debt Refi Interest	95000-9007		37,500.00	41,215.00	41,215.00		3,715.00
Debt Reserve					140,270.34		
Capital Improvement Program	95000-9010	233,143.54	366,183.00				-366,183.00
Debt Totals		570,346.22	645,391.45	303,070.00	443,340.34	-	-202,051.11
							0.00
Water Fund Expense Totals		1,366,528.04	1,409,197.51	1,093,509.87	1,260,219.90	-	-148,977.61

Sewer Budget

		FY 19 Budget	FY 20 Budget	FY 21 Budget			
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Department Request	FY 21 Town Manager Recommended	FY 21 Approved	FY 21 Recommended less FY20 Adopted=Difference
SEWER REVENUE							
Sewer In-Town Base Charges	16080-0005	391,457.77	391,594.52	361,699.04	361,699.04		(29,895.48)
Sewer OT Base Charges	16080-0006	176,663.16	176,663.16	142,187.52	142,187.52		(34,475.64)
Sewer In-Town Usage Charge	16080-0007	284,208.46	284,208.46	271,150.74	271,150.74		(13,057.72)
Sewer OT Usage Charges	16080-0008	143,801.23	143,801.23	115,738.56	115,738.56		(28,062.67)
Penalties	16080-0009	12,000.00	10,000.00	8,500.00	8,500.00		(1,500.00)
Dormant Acct Fee	16080-0011	5,393.99	5,393.99	4,994.87	4,994.87		(399.12)
Avalability Fee	16080-0012						-
SBC-Rut. Creek Operations	19020-0003	42,000.00	42,000.00	42,000.00	42,000.00		-
SBC Sewer Rehab	19020-0004						-
Reimbursement of Const. Cost	19020-0005						-
Nutrient Credit	24040-0003	1,000.00	720.00	400.00	400.00		(320.00)
Transfer from Other Funds	41040-0006						-
Revenue Totals		1,056,524.61	1,054,381.36	946,670.73	946,670.73	-	(107,710.63)
SEWER EXPENSES							
TOWN MANAGER							
Wages	12110-1100	27,510.00	28,481.10	29,654.52	29,654.52		1,173.42
PT Wages	12110-1300	3,693.05	3,823.06	3,979.92	3,979.92		156.86
FICA	12110-2100	2,387.03	2,503.76	2,573.04	2,573.04		69.28
VRS	12110-2200	4,250.03	4,563.91	4,744.72	4,744.72		180.81
Health Insurance	12110-2300	2,736.00	2,736.00	2,865.60	2,865.60		129.60
Group Life Insurance	12110-2400	340.73	365.89	397.37	397.37		31.48
STD/Long-Term Disability	12110-2500	198.07	168.04	156.58	156.58		(11.46)
Unemployment Insurance	12110-2600						-
Contingency	12110-5000	50,000.00	25,000.00		25,000.00		-
Town Manager Totals		91,114.91	67,641.76	44,371.75	69,371.75	-	1,729.99
FINANCE DEPARTMENT							
Wages	12420-1100	26,920.96	27,870.26	29,301.83	29,301.83		1,431.57
PT Wages	12420-1300	10,013.51	10,436.97	16,947.54	16,947.54		6,510.57
FICA	12420-2100	2,825.49	2,930.50	3,538.08	3,538.08		607.58
VRS	12420-2200	4,398.89	4,466.03	4,688.29	4,688.29		222.26
Health Insurance	12420-2300	4,924.80	4,924.80	5,158.08	5,158.08		233.28
Group Life Insurance	12420-2400	352.66	358.05	392.64	392.64		34.59
Unemployment Insurance	12420-2600						-
Banking Service Charges	12420-3160	1,000.00	2,000.00	1,500.00	1,500.00		(500.00)
Service Contracts	12420-3320	2,625.00	2,625.00	2,750.00	2,750.00		125.00
Postage	12420-5210			2,500.00	2,500.00		2,500.00
Finance Totals		53,061.31	55,611.61	66,776.46	66,776.46	-	8,664.85

Sewer Budget

		FY 19 Budget	FY 20 Budget	FY 21 Budget			
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Department Request	FY 21 Town Manager Recommended	FY 21 Approved	FY 21 Recommended less FY20 Adopted=Difference
SEWER OPERATIONAL DEPARTMENT							
Wages	44000-1100	122,742.21	113,625.42	125,390.71	125,390.71		11,765.29
PT Wages	44000-1300						-
Other/Holiday	44000-1400	3,563.47	3,423.78	3,777.66	3,777.66		353.88
FICA	44000-2100	9,662.38	8,786.34	9,697.12	9,697.12		910.78
VRS	44000-2200	20,056.08	18,207.73	20,062.51	20,062.51		1,854.78
Health Insurance	44000-2300	22,800.00	22,800.00	23,880.00	23,880.00		1,080.00
Group Life Insurance	44000-2400	1,607.92	1,459.74	1,680.24	1,680.24		220.50
Long-Term Disability	44000-2500	\$ -	199.09	185.51	185.51		(13.58)
Unemployment Insurance	44000-2600	75.00	50.00	50.00	50.00		-
Worker's Comp	44000-2700	2,478.88	2,096.49	2,313.76	2,313.76		217.27
Sludge & Trash Removal-Rut.Crk	44000-3120	2,000.00	2,400.00	2,000.00	2,000.00		(400.00)
Testing Services	44000-3140	25,000.00	30,000.00	35,000.00	35,000.00		5,000.00
Professional Svcs	44000-3150	3,000.00	3,000.00	3,200.00	3,200.00		200.00
Repair & Maint. Svcs-Rut Crk	44000-3310	15,000.00	20,000.00	20,000.00	20,000.00		-
Advertising	44000-3600	1,000.00	1,000.00	1,000.00	1,000.00		-
Electrical Svcs-Rut. Crk	44000-5100	45,000.00	41,000.00	35,316.60	35,316.60		(5,683.40)
Water, Sewer -Rut. Crk	44000-5120	10,600.60	20,000.00	12,285.67	12,285.67		(7,714.33)
Electrical Svcs-Pump Station	44000-5130	2,000.00	2,100.00	1,905.07	1,905.07		(194.93)
Water, Sewer-Pump Station	44000-5140	240.00	200.00	200.00	200.00		-
Postage	44000-5210	2,500.00	2,000.00	2,000.00	2,000.00		-
Telecommunications	44000-5230	2,880.00	3,480.00	3,660.00	3,660.00		180.00
Property Insurance	44000-5304	5,475.28	5,576.72	5,576.11	5,576.11		(0.61)
Motor Vehicle Insurance	44000-5305	382.72	401.70	431.44	431.44		29.74
Lease/Rent Equipment	44000-5410	-					-
Travel-Mileage/Hotel/Conference	44000-5501	4,000.00	2,000.00	4,000.00	4,000.00		2,000.00
Permits	44000-5600	8,000.00	8,000.00	8,000.00	8,000.00		-
Dues & Memberships	44000-5810	2,000.00	2,000.00	2,000.00	2,000.00		-
Office Supplies	44000-6001	500.00	2,500.00	2,500.00	2,500.00		-
Lab Supplies	44000-6004	4,000.00	4,000.00	6,000.00	6,000.00		2,000.00
Repair & Maint. Supplies-Rut. Crk	44000-6007	25,000.00	15,000.00	15,000.00	15,000.00		-
Fuel/Oil	44000-6008	2,000.00	2,000.00	2,000.00	2,000.00		-
Vehicle & Equip Supplies	44000-6009	5,000.00	5,000.00	5,000.00	5,000.00		-
Uniforms	44000-6011	1,000.00	1,500.00	1,500.00	1,500.00		-
Chemicals-Rut Crk	44000-6051	7,000.00	7,000.00	7,000.00	7,000.00		-
Equipment-Rut Crk	44000-8001						-
Vehicles	44000-8005						-
Treatment Totals		356,564.54	350,807.01	362,612.42	362,612.40	-	11,805.39

Sewer Budget

		FY 19 Budget	FY 20 Budget	FY 21 Budget			
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Department Request	FY 21 Town Manager Recommended	FY 21 Approved	FY 21 Recommended less FY20 Adopted=Difference
SEWER MAINTENANCE DEPARTMENT							
Wages	45000-1100	87,277.84	91,330.52	100,529.43	100,529.43		9,198.91
PT Wages	45000-1300	897.86	616.31	641.75	641.75		25.44
Other Pay/Holiday	45000-1400	1,770.79	1,397.62	1,570.19	1,570.19		172.57
FICA	45000-2100	6,880.91	6,880.91	7,711.99	7,711.99		831.08
VRS	45000-2200	14,261.20	14,635.12	16,084.71	16,084.71		1,449.59
Health Insurance	45000-2300	20,520.00	20,520.00	21,492.00	21,492.00		972.00
Group Life Insurance	45000-2400	1,143.34	1,173.32	1,347.09	1,347.09		173.77
				-			-
Unemployment Insurance	45000-2600	-					-
Worker's Comp	45000-2700	1,653.40	1,653.40				(1,653.40)
Repair & Maint. Services	45000-3310	-					-
Telecommunication	45000-5230	-					-
Motor Vehicle Insurance	45000-5305	1,259.63	1,322.09	1,420.00	1,420.00		97.91
Lease of Equipment	45000-5410	2,000.00	4,000.00	4,000.00	4,000.00		-
Travel-Mileage/Conference/Hotel	45000-5501	-					-
Misc	45000-5800	-					-
Dues & Memberships	45000-5810	-		-			-
Repair & Maint. Supplies	45000-6007	5,000.00	10,000.00	10,000.00	10,000.00		-
Fuel	45000-6008	-					-
Vehicle/Power Equipment Supplies	45000-6009	-					-
Uniforms	45000-6011	-					-
Equipment/Vehicles	45000-8005	-					-
Maintenance Totals		142,664.97	153,529.29	164,797.17	164,797.16	-	11,267.87
Sliplining Project	94000-8000						
Debt Payments							
WWTP Loan Principle	95000-9000	53,270.00					-
WWTP Loan Interest	95000-9001	106,290.00					-
Sterling Bank WWTP Refi Prin	95000-9002		190,640.00	179,250.00	179,250.00		(11,390.00)
Sterling Bank WWTP Refi Int	95000-9003		79,680.00	67,250.00	67,250.00		(12,430.00)
Debt Reserve	95000-9010	253,558.87	118,838.69		36,612.96		(82,225.73)
Capital Program			37,633.00				(37,633.00)
Debt Totals		413,118.87	426,791.69	246,500.00	283,112.96	-	(143,678.73)
Sewer Fund Expense Totals		1,056,524.60	1,054,381.36	885,057.80	946,670.73	-	(110,210.63)

Garbage Budget

		FY 19 Budget	FY 20 Budget	FY 21 Budget			
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Department Request	FY 21 Town Manager Recommended	FY 21 Approved	FY 21 Recommended less FY20 Adopted=Difference
GARBAGE REVENUE							
Garbage IT Charges	16080-0005	80,677.30	121,052.00	121,677.40	121,677.40		625.40
Garbage OT Charges	16080-0006	24,083.20	17,574.80	17,119.00	17,119.00		(455.80)
Penalties	16080-0009	1,500.00	1,300.00	2,000.00	2,000.00		700.00
Transfer from Garbage Reserv	41040-0006				1,202.23		1,202.23
Revenue Totals		106,260.50	\$ 139,926.80	\$ 140,796.40	\$ 141,998.63	\$ -	\$ 2,071.83
TOWN MANAGER							
Wages	12110-1100	2,751.00	2,848.11	\$ 2,965.45	2965.45		117.34
PT Wages	12110-1300	410.34	424.78	\$ 442.21	442.21		17.43
FICA	12110-2100	241.84	250.38	\$ 260.69	260.69		10.31
VRS	12110-2200	425.00	465.38	\$ 474.47	474.47		9.09
Health Insurance	12110-2300	273.60	273.60	\$ 286.56	286.56		12.96
Group Life Insurance	12110-2400	34.07	37.31	\$ 39.74	39.74		2.43
STD/Long-Term Disability	12110-2500	19.81	16.80	\$ 15.66	15.66		(1.14)
Contingency	12110-5000	5,505.11	835.88				(835.88)
Town Manager Totals		4,155.66	\$ 5,152.24	\$ 4,484.78	\$ 4,484.78	\$ -	\$ (667.46)
FINANCE DEPARTMENT							
Wages	12420-1100	1,450.27	1,501.39	1,582.14	1582.14		80.75
PT Wages	12420-1300	400.54	417.48	434.55	434.55		17.07
FICA	12420-2100	141.59	146.79	154.28	154.28		7.49
VRS	12420-2200	236.97	245.33	253.14	253.14		7.81
Health Insurance	12420-2300	273.60	273.60	286.56	286.56		12.96
Group Life Insurance	12420-2400	19.00	19.67	21.20	21.2		1.53
Banking Service Charges	12420-3160	200.00	400.00	100.00	100		(300.00)
Finance Totals		2,721.97	3,004.26	2,831.87	2,831.87	-	(172.39)
GARBAGE EXPENSES							
Collection In-Town	43200-3160	73,411.44	110,737.20	113,125.44	113125.44		2,388.24
Collection Out of Town	43200-3170	10,930.32	17,858.40	18,244.80	18244.8		386.40
Garbage Totals		84,341.76	\$ 128,595.60	\$ 131,370.24	\$ 131,370.24	\$ -	\$ 2,774.64
GARBAGE MAINTENANCE DEPARTMENT							
Wages	45000-1100	1,939.51	2,145.59	\$ 2,233.99	2233.99		88.40
PT Wages	45000-1300	6,599.02	-				-
Other Pay/Holiday	45000-1400	39.35	31.06	\$ 34.89	34.89		3.83
FICA	45000-2100	159.80	163.34	\$ 170.29	170.29		6.95
VRS	45000-2200	316.92	350.59	\$ 357.44	365.03		14.44
Health Insurance	45000-2300	456.00	456.00	\$ 477.60	477.6		21.60
Group Life Insurance	45000-2400	25.41	28.11	\$ 29.94	29.94		1.83
Maintenance Totals		9,536.00	\$ 3,174.69	\$ 3,304.14	\$ 3,311.74	\$ -	\$ 137.05
Garbage Fund Expense Totals		100,755.39	\$ 139,926.79	\$ 141,991.03	\$ 141,998.63	\$ -	\$ 2,071.84

**Industrial Development
Authority Budget**

		FY 19 Budget FY 20 Budget		FY 21 Budget			
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Department Request	FY 21 Town Manager Recommended	FY 21 Approved	FY 21 Recommended less FY20 Adopted=Difference
IDA REVENUES							
Lease/Sale of Lots	701-41020-0001			300,000.00	300,000.00		300,000.00
BP Recoupment Rev	701-41030-0001	26,058.00	25,968.00	26,264.18	26,264.18		296.18
Zoning Fees		-					-
Bond Issue	701-41040-0001	16,239.00	9,673.75	8,592.50	8,592.50		(1,081.25)
Home Owners Reimb	701-41060-0001	1,332.00	1,345.11				(1,345.11)
Revenue Totals		43,629.00	36,986.86	334,856.68	334,856.68	-	297,869.82
IDA EXPENSES							
PT Wages	45000-1300	6,599.02	7,395.72	7,701.00	12,701.00		5,305.28
FICA	45000-2100	504.83	565.77	589.13	589.13		23.36
Worker's Comp	45000-2700			346.54	346.54		346.54
Repair & Maint. Svcs	81500-3310	-					-
Professional Services	81500-3150	2,000.00	2,000.00		5,000.00		3,000.00
Electrical Svcs	81500-5100	325.00	325.00	200.00	200.00		(125.00)
Dues & Membership	81500-5810	2,756.00	2,749.00	2,731.00	2,731.00		(18.00)
Transfer to IDA fund b	81500-9200	31,444.15	23,951.37		313,289.01		289,337.64
Expense Totals		43,629.00	36,986.86	11,567.67	334,856.68	-	297,869.82
Revenue Totals		3,701,985.13	3,774,535.77	3,860,556.71	4,002,608.34	-	228,072.57
Expense Totals		3,696,480.02	3,774,535.76	3,339,589.62	4,002,608.34	-	225,572.58

FY21 PAY & BENEFIT COST ALLOCATION

Job Title	Portion of Time Per Fund			
	General	Water	Sewer	Garbage
Town Manager	27%	40%	30%	3%
Deputy Town Clerk	80%	10%	9%	1%
Town Manager Total				
Office Manager	50%	25%	24%	1%
Fiscal Assistant	23%	45%	30%	2%
Office Assistant (3)	20%	40%	39%	1%
Finance Total				
Chief of Police	100%	0%	0%	0%
Major	100%	0%	0%	0%
Detective	100%	0%	0%	0%
Officers (3)	100%	0%	0%	0%
PT Office Assistant	100%	0%	0%	0%
PT Officer	100%	0%	0%	0%
Holiday Pay	100%	0%	0%	0%
Retiree Health	100%	0%	0%	0%
Overtime	100%	0%	0%	0%
Police Total				
Director of Plant Utilities	0%	50%	50%	0%
WWTP Operator (2)	0%	0%	100%	0%
Holiday	0%	0%	100%	0%
Sewer Total				
Lead WTP Operator	0%	100%	0%	0%
WTP Operator (2)	0%	100%	0%	0%
PT WTP Operator	0%	100%	0%	0%
Holiday	0%	100%	0%	0%
Water Total				
Maintenance Foreman	9%	45%	45%	1%
Maintenance Tech. (4)	9%	45%	45%	1%
Maintenance Tech PT	30%	5%	5%	60%
Custodian	100%	0%	0%	0%
Holiday	9%	45%	45%	1%
Retiree Health	100%	0%	0%	0%
Utility Total				

Undesignated Fund Balance and Contingency Calculation For FY21

1/31/2020

Permanent Fund principal for the <u>General</u> Fund		GF Revenues	\$ 1,318,862
(based on proposed FY21 Budget)		Administration Fee (covered in W & S Funds)	-
		Net GF Revenues	\$ 1,318,862
Reserve per October 2010 policy	15%	Reserve per @	25%
GF target Permanent Fund principal	\$ 197,829.36	GF target Permanent Fund principal	\$ 329,715.60
-			

Required contingency in the General Fund		GF Expenses	\$ 1,318,862
(based on proposed FY21 Budget)		Reserve per October 2010 policy	3.0%
		GF Contingency	\$ 39,566
			\$ 33,871
-			

Permanent Fund principal for the Water Fund (based on the proposed FY21 Budget)			
Fund 501 WATER FUND	FY21 Budget		
DEBT SERVICE	\$ 443,340	Debt	443,340
ALL OTHER EXPENSES			
	\$ 816,880	25%/Operation	\$ 204,220
Total		WF target Permanent Fund principal	\$ 647,560

Permanent Fund principal for the Sewer Fund (based on the proposed FY20 Budget)			
Fund 502 SEWER FUND	FY21 Budget		
DEBT SERVICE	\$ 246,500	Debt	246,500
ALL OTHER EXPENSES	\$ 663,558	25%/Operation	\$ 165,889
Total		SF target Permanent Fund principal	\$ 412,389

Permanent Fund principal for the Garbage Fund (based on the proposed FY20 Budget)			
Fund 514 GARBAGE FUND	FY21 Budget		
ALL EXPENSES	141,999	25% operations	\$ 35,500
		Garb target Permanent Fund principal	\$ 35,500
Total of all undesignated fund balances			\$ 1,425,165

TOWN OF AMHERST DEBT BALANCES & DEBT PAYMENTS							
Description	Original Loan Amount	Outstanding Loan Balance at 12/31/19	Interest Rate	Maturity Date	Principal Payment FY21	Interest Payment FY21	Total Debt Payment FY21
Sterling Debt Refi	\$ 3,933,409.44	\$ 3,514,669.45	3.35%	6/30/2030	\$ 279,554.80	\$ 117,955.33	\$ 397,510.13
Mainstreet Water Line	\$ 2,368,672.03	\$ 2,298,123.48	2.25%	1/1/2047	\$ 67,050.58	\$ 55,901.10	\$ 122,951.68
60 W. Water Line	\$ 565,935.00	\$ 494,364.71	3.00%	7/1/2043	\$ 14,752.39	\$ 14,291.53	\$ 29,043.92
Outstanding Debt Balances							
			Sterling Refi	60 WL	Main St. WL	Total	
	FY 2019		3,654,446.84	501,366.18	\$ 2,262,501.52	\$ 6,418,314.54	
	FY 2020		3,374,892.08	487,258.22	\$ 2,196,196.86	\$ 6,058,347.16	
	FY 2021		3,085,840.60	472,723.85	\$ 2,128,391.96	\$ 5,686,956.41	
	FY 2022		2,786,969.78	457,750.18	\$ 2,059,052.92	\$ 5,303,772.88	
	FY 2023		2,477,946.08	442,323.93	\$ 1,988,144.94	\$ 4,908,414.95	
	FY 2024		2,158,424.59	426,431.42	\$ 1,915,632.50	\$ 4,500,488.51	
	FY 2025		1,828,048.70	410,058.56	\$ 1,841,479.36	\$ 4,079,586.62	
	FY 2026		1,486,449.67	393,190.83	\$ 1,765,648.44	\$ 3,645,288.94	
	FY 2027		1,233,245.05	375,813.27	\$ 1,688,101.70	\$ 3,297,160.02	
	FY 2028		868,042.66	357,910.48	\$ 1,608,800.32	\$ 2,834,753.46	
	FY 2029		389,981.55	339,466.58	\$ 1,527,704.64	\$ 2,257,152.77	
	FY 2030			320,465.20		\$ 320,465.20	

FY21 TOWN OF AMHERST VEHICLES

MAKE	MODEL	YEAR	VIN NUMBER	MILEAGE
POLICE				
Ford	Interceptor (Watts)	2017	254	48,834
Ford	Interceptor (Harler)	2016	8694	86,798
Ford	Explorer (Shifflet)	2014	8654	89,897
Ford	Interceptor (Payne)	2017	7002	44,053
Ford	Interceptor (Robinson)	2015	1494	71,703
Ford	Interceptor Sedan (Martin)	2014	1248	90,620
MAINTENANCE				
Ford	SUV	2007	7723	98,187
Dodge	Pickup	2014	4675	48,854
Chevy	Pickup	2011	5012	66,965
Dodge	Work Truck	2013	7481	47,288
GMC	Bucket Truck	1995	5212	114,783
GMC	Dump Truck	2003	9981	48,860
Ford	Explorer (Office)	2011	4253	
UTILITIES				
Dodge	Wastwater	2012	9843	62,632
Dodge	Water	2008	4271	86,980

Town of Amherst, Virginia
Balance Sheet Governmental
Funds June 30, 2019

	<u>General</u>	<u>Forfeited Assets Fund</u>	<u>Total</u>
ASSETS			
Cash and cash equivalents	\$ 1,594,798	\$ 3,420	\$ 1,598,218
Cash and cash equivalents, restricted	-	14,343	14,343
Receivables (net of allowance for uncollectibles):			
Taxes receivable	1,341	-	1,341
Accounts receivable	80,691	-	80,691
Due from other governmental units	32,899	-	32,899
Prepaid items	70,381	-	70,381
Total assets	<u>\$ 1,780,110</u>	<u>\$ 17,763</u>	<u>\$ 1,797,873</u>
LIABILITIES			
Accrued liabilities	\$ 34,952	\$ -	\$ 34,952
Total liabilities	<u>\$ 34,952</u>	<u>\$ -</u>	<u>\$ 34,952</u>
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue - property taxes	\$ 1,341	\$ -	\$ 1,341
Total deferred inflows of resources	<u>\$ 1,341</u>	<u>\$ -</u>	<u>\$ 1,341</u>
FUND BALANCES			
Nonspendable	\$ 70,381	\$ -	\$ 70,381
Restricted	-	14,343	14,343
Assigned	-	3,420	3,420
Unassigned	1,673,436	-	1,673,436
Total fund balances	<u>\$ 1,743,817</u>	<u>\$ 17,763</u>	<u>\$ 1,761,580</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 1,780,110</u>	<u>\$ 17,763</u>	<u>\$ 1,797,873</u>

The notes to financial statements are an integral part of this statement.

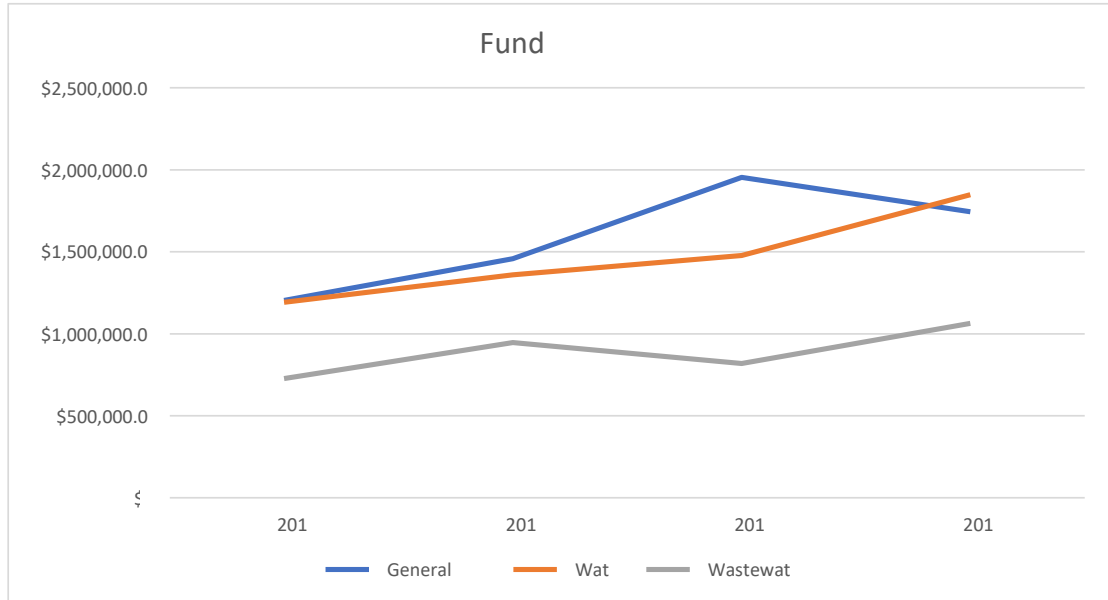
Town of Amherst, Virginia Statement of Net
Position June 30, 2019

	Primary Government			Component Unit IDA
	Governmental Activities	Business-type Activities	Total	
ASSETS	\$ 1,598,218	\$ 2,833,949	\$ 4,432,167	\$ 280,479
Cash and cash equivalents				
Cash and cash equivalents, restricted	14,343	124,153	138,496	-
Receivables:				
Taxes receivable	1,341	-	1,341	-
Accounts receivable	80,691	313,004	393,695	-
Due from other governmental units	32,899	-	32,899	-
Inventories	-	93,394	93,394	-
Prepaid items	70,381	9,310	79,691	-
Capital assets (net of accumulated depreciation):				
Land and land improvements	1,217,364	25,084	1,242,448	-
Buildings and improvements	495,827	-	495,827	-
Plant	-	2,643,297	2,643,297	-
Machinery and equipment	101,253	13,391	114,644	-
Infrastructure	-	7,124,048	7,124,048	-
Construction in progress	-	792,028	792,028	-
Total assets	<u>\$ 3,612,317</u>	<u>\$ 13,971,658</u>	<u>\$ 17,583,975</u>	<u>\$ 280,479</u>
DEFERRED OUTFLOWS OF RESOURCES	\$ 131,749	\$ 68,372	\$ 200,121	\$ -
Pension related items				
OPEB related items	3,605	4,054	7,659	-
Total deferred outflows of resources	<u>\$ 135,354</u>	<u>\$ 72,426</u>	<u>\$ 207,780</u>	<u>\$ -</u>
LIABILITIES	\$ -	\$ 82,765	\$ 82,765	\$ -
Accounts payable				
Accrued liabilities	34,952	-	34,952	-
Long-term liabilities:				
Due within one year	3,460	368,889	372,349	-
Due in more than one year	629,506	6,591,720	7,221,226	-
Total liabilities	<u>\$ 667,918</u>	<u>\$ 7,043,374</u>	<u>\$ 7,711,292</u>	<u>\$ -</u>
DEFERRED INFLOWS OF RESOURCES	\$ 102,829	\$ 37,221	\$ 140,050	\$ -
Pension related items				
OPEB related items	2,824	3,176	6,000	-
Total deferred inflows of resources	<u>\$ 105,653</u>	<u>\$ 40,397</u>	<u>\$ 146,050</u>	<u>\$ -</u>
NET POSITION	\$ 1,814,444	\$ 4,254,037	\$ 6,068,481	\$ -
Net investment in capital assets				
Restricted for forfeited assets	14,343	-	14,343	-
Unrestricted	1,145,313	2,706,276	3,851,589	280,479
Total net position	<u>\$ 2,974,100</u>	<u>\$ 6,960,313</u>	<u>\$ 9,934,413</u>	<u>\$ 280,479</u>

The notes to financial statements are an integral part of this statement.

Analysis of Fund Balance Amounts FY 2016-2019

Fund Balances				
Year	General Fund	Water	Wastewater	IDA
2016	\$ 1,203,035.00	\$ 1,191,623.00	\$ 726,216.00	
2017	\$ 1,458,055.00	\$ 1,360,124.00	\$ 946,198.00	
2018	\$ 1,954,032.00	\$ 1,477,324.00	\$ 819,116.00	
2019	\$ 1,743,817.00	\$ 1,848,141.00	\$ 1,063,572.00	\$ 280,479.00



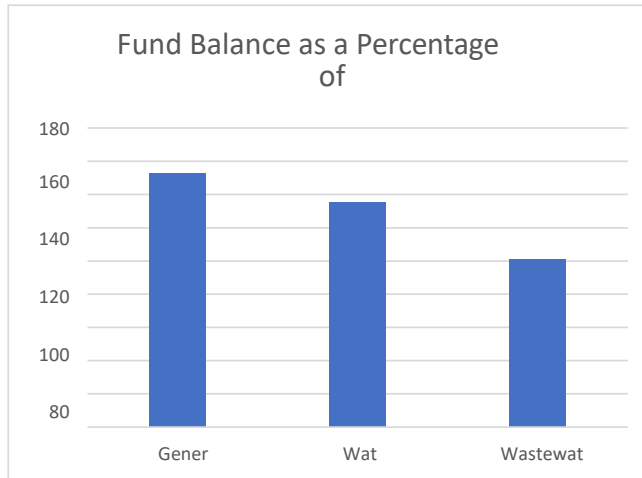
Losses:

General Fund loss from FY 18-19 reflects transfer of funds to the IDA fund, rather than combined.

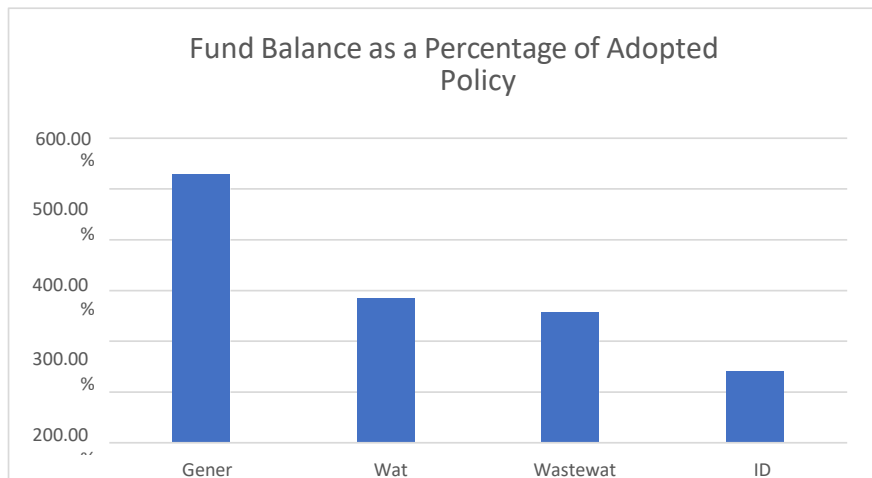
Wastewater Fund loss in from FY 17-18 reflects engineering expenses for sliplining project.

Fund Balance Amounts in Comparison to Budget and Policy Amounts

Fund	Fund Balance as a Percentage of Budget (FY19)
General	152%
Water	135%
Wastewater	101%



Fund	Fund Balance as a Percentage of Adopted Policy Amount
General	528.88%
Water	285.40%
Wastewater	257.91%
IDA	140.24%



**A RESOLUTION OF THE TOWN OF AMHERST, VIRGINIA
AUTHORIZING THE ISSUANCE AND SALE OF A
\$3,017,000 GENERAL OBLIGATION SEWER REVENUE BOND, SERIES 2020A AND
A \$397,000 GENERAL OBLIGATION SEWER REVENUE BOND, SERIES 2020B AND
PROVIDING FOR THE FORMS, DETAILS AND PAYMENTS THEREOF**

WHEREAS, the Town of Amherst, Virginia (**the “Town”**) is authorized to acquire, construct, operate and maintain sewer systems in the Town (**the “System”**); and

WHEREAS, the Town is authorized pursuant to the Public Finance Act, Chapter 26 of Title 15.2 of the Code of Virginia of 1950, as amended (**the “Act”**) to borrow money and to issue its general obligation sewer revenue bond to pay all or part of the cost of the System; and

WHEREAS, the Town Council of the Town (**the “Town Council”**) has determined to improve the System located in the Town and that to do so it is necessary to issue its Three Million Seventeen Thousand and 00/100 Dollars (\$3,017,000) General Obligation Sewer Revenue Bond, Series 2020A (**the “Series 2020A RD Bond”**) and its Three Hundred Ninety Seven Thousand and 00/100 Dollars (\$397,000) General Obligation Sewer Revenue Bond, Series 2020B (**the “Series 2020B RD Bond,” together with the Series 2020A RD Bond, the “Series 2020 RD Bonds”**) the proceeds of which, together with other available funds, are estimated to be sufficient to pay the cost of the Project, as defined below, hereinafter authorized; and

WHEREAS, the United States of America, acting through Rural Development and/or Rural Utilities Service (formerly Farmers Home Administration), has offered to purchase the Series 2020 RD Bonds upon certain terms and conditions; and the Town, after consideration of the condition of the municipal bond market, has determined to satisfy such terms and conditions, to authorize and issue its Series 2020 RD Bonds, and to award the sale of the Series 2020 RD Bonds to the United States of America; and

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF AMHERST, VIRGINIA, AS FOLLOWS:

ARTICLE I.

DEFINITIONS

Section 1.1 Definitions. Whenever used in this resolution, unless a different meaning clearly appears from the context:

(a) **“Act”** shall mean the Public Finance Act (Chapter 26, Title 15.2, Code of Virginia, 1950, as amended).

(b) **“Additional Bonds”** shall mean any bonds issued pursuant to Article VI and secured on a parity with the Bonds by a pledge of the Net Revenues.

- (c) **“Bondholder”** shall mean the holder or owner of the Series 2020 RD Bonds.
- (d) **“Bond” or “Bonds”** shall mean the Series 2020 RD Bonds and any Additional Bonds.
- (e) **“Certified copy”** shall mean a copy of a resolution or other paper certified by the Town Manager of the Town, Mayor of the Town, Clerk of the Town Council, or by any other authorized Town official.
- (f) **“Closing Date”** shall mean the date on which the Series 2020 RD Bonds are delivered to the United States upon payment of the purchase price therefor.
- (g) **“Consulting Engineer”** shall mean such engineering firm or individual engineer as may be employed by the Town as Consulting Engineer in accordance with Section 9.6.
- (h) **“Costs”** shall mean the cost of improvements; the cost of all lands, properties, rights, easements and franchises acquired and the cost of all conveyances in fee simple of the Town’s title thereto and leased thereof; the cost of preparing the land; the cost of impact fees to host jurisdictions; the cost of all labor, machinery, equipment and furnishings; financing and credit enhancement charges; interest prior to and during construction and for one year after completion of construction; cost of engineering and legal services, plans, specifications, surveys, estimates of costs and revenues; any deposit to any bond interest and principal reserve account; start-up costs and start-up operating capital; other expenses necessary or incident to the determining of the feasibility or practicability of any such acquisition, improvement or construction; administrative expenses and such other expenses as may be necessary or incident to the financing hereby authorized, or to the acquisition, improvement or construction of the Project.
- (i) **“Fiscal Year”** shall mean the twelve-month period beginning on July 1 of one year and ending on June 30 of the following year.
- (j) **“Government”** shall mean the United States of America, its successors and assigns, acting by and through Rural Development and/or Rural Utilities Service, each an agency of the United States Department of Agriculture.
- (k) **“Gross Revenues”** shall mean all revenues, income, and receipts derived or received by the Town from the operation and ownership of the System, including the interest income from the investment or deposit of money in any fund created by this resolution or a supplemental resolution in connection with the System, plus any other money from other sources pledged by the Town to the payment of the Bonds, but “Gross Revenues” shall not mean or include any impact fees or developer fees charged by the Town for the construction of capital improvements or extensions to the System.
- (l) **“Letter of Conditions”** shall mean that certain Letter of Conditions, dated July 23, 2014, as amended March 18, 2020, from the United States to the Town setting forth

conditions and requirements for the issuance of the Series 2020 RD Bonds and any supplements thereto.

(m) **“Net Revenues”** shall mean Gross Revenues less Operating Expenses.

(n) **“Operating Expenses”** shall mean the reasonable and necessary expenses of operation, administration, maintenance and repair of the System, excluding any allowance for depreciation, or for reserves and expenditures for capital improvements or extensions to the System.

(o) **“Project”** in the context of this resolution shall mean the renovations and improvements to the Town’s sewer system located in the Town substantially as described on Exhibit A, attached hereto.

(p) **“Series 2020 RD Bonds”** shall mean the Bonds authorized and issued under Section 3.1 hereof.

(q) **“System”** shall mean the Town’s sewer system and all additions, extensions and enlargements thereof and any sewer project or projects that may be duly authorized by the Town and made a part of the System.

(r) **“Town”** shall mean the Town of Amherst, Virginia.

(s) **“Town Council”** shall mean the Town Council of the Town.

(t) **“Town Manager,” “Mayor,” or “Vice Mayor,”** shall mean, respectively, the persons holding such offices of the Town.

Section 1.2 Other Definitions. Words defined elsewhere in this resolution shall have the meanings therein provided.

Section 1.3 Rules of Construction. Unless the context clearly indicates to the contrary, words importing the singular number shall include the plural number and vice versa.

ARTICLE II.

AUTHORIZATION OF PROJECT

Section 2.1 The Project. In order to provide improvements to the sewer facilities serving the Town, the acquisition, construction and equipping of the Project are hereby authorized.

Section 2.2 Modification of Project. The Project authorized hereby may be modified by the Town; provided, however, that any such modification shall first have been approved by the Government and recommended in writing by the Consulting Engineer.

Section 2.3 Project Made Part of System; Pledge of Revenues. All improvements, extensions, additions and replacements constituting the Project financed in part or in whole by the issuance of the Series 2020 RD Bonds shall be a part of the System and all revenues derived from the ownership and operation of the System (**the “System Revenues”**) are pledged to the equal benefit of the owners of the Series 2020 RD Bonds, but such revenues are not pledged to the benefit of the owners of any other bonds issued by the Town except and to the extent expressly set forth therein and permitted under this Resolution.

ARTICLE III.

AUTHORIZATION, FORM, EXECUTION, DELIVERY AND REGISTRATION OF SERIES 2020 RD BONDS

Section 3.1 Authorization of Series 2020 RD Bonds. There is hereby authorized to be issued (i) a general obligation sewer revenue bond of the Town in the principal amount of Three Million Seventeen Thousand and 00/100 Dollars (\$3,017,000) and (ii) a general obligation sewer revenue bond of the Town in the principal amount of Three Hundred Ninety Seven Thousand and 00/100 Dollars (\$397,000) each to provide funds to finance, in part, the cost of the Project. The Series 2020A RD Bond shall be designated the “Town of Amherst, Virginia, General Obligation Sewer Revenue Bond, Series 2020A (RD).” The Series 2020B RD Bond shall be designated the “Town of Amherst, Virginia, General Obligation Sewer Revenue Bond, Series 2020B (RD).”

Section 3.2 Details of the Series 2020 RD Bonds. The Series 2020A RD Bond shall be issued as one fully registered bond (registered as to principal and interest) without coupons, shall consist of a bond in the denomination of \$3,017,000 numbered R-1, shall be dated as of the Closing Date and shall bear interest on the unpaid principal balance at the rate of 1.375% per year (or such greater or lesser rate as may be agreed to by the Government, subject to a maximum rate of 4.00%). Interest only shall be paid during the first twenty-four (24) months after closing, such interest being payable annually on the first and second anniversary dates of the Closing Date. Thereafter payment for the remaining 456 months of principal and interest shall be made in equally amortized monthly installments which, if the interest rate is 1.375% per annum, such installments shall be in the amount of Eight Thousand Nine Hundred One and 00/100 Dollars (\$8,901.00) thereafter for a period of thirty-eight (38) years, until paid. If not sooner paid, the final installment shall be due and payable on the fortieth anniversary of the Closing Date of the Series 2020A RD Bond in 2060. Each payment shall be applied first to interest accrued to the payment date and then to principal. If the Closing Date actually occurs on the 29th, 30th or 31st day of a month, then the closing date for purposes of this paragraph shall be deemed to be the 28th day of such month.

The Series 2020B RD Bond shall be issued as one fully registered bond (registered as to principal and interest) without coupons, shall consist of a bond in the denomination of \$397,000 numbered R-1, shall be dated as of the Closing Date and shall bear interest on the unpaid principal balance at the rate of 1.375% per year (or such greater or lesser rate as may be agreed to by the Government, subject to a maximum rate of 4.00%). Interest only shall be paid during

the first twenty-four (24) months after closing, such interest being payable annually on the first and second anniversary dates of the Closing Date. Thereafter payment for the remaining 456 months of principal and interest shall be made in equally amortized monthly installments which, if the interest rate is 1.375% per annum, such installments shall be in the amount of One Thousand One Hundred Seventy Two and 00/100 Dollars (\$1,172.00) thereafter for a period of thirty-eight (38) years, until paid. If not sooner paid, the final installment shall be due and payable on the fortieth anniversary of the Closing Date of the Series 2020B RD Bond in 2060. Each payment shall be applied first to interest accrued to the payment date and then to principal. If the Closing Date actually occurs on the 29th, 30th or 31st day of a month, then the closing date for purposes of this paragraph shall be deemed to be the 28th day of such month.

Installments of principal may be prepaid at the option of the Town as a whole or in part, without premium (but if in part, in inverse chronological order) on any interest payment date, upon not less than thirty nor more than sixty days' notice forwarded by registered or certified mail to the registered owner of these Bonds at the address shown on the registration books maintained at the office of the Registrar, upon payment of the principal amount of installments to be prepaid and interest accrued to the date fixed for such prepayment, without premium, by check or draft mailed to such owner at such address.

At the request of the Government, the Series 2020A RD Bond may be delivered as fully registered bond in the alternative form contained herein providing for principal advances to be made from time to time by the Government in an aggregate amount not to exceed \$3,017,000 and the Series 2020B RD Bond may be delivered as fully registered bond in the alternative form contained herein providing for principal advances to be made from time to time by the Government in an aggregate amount not to exceed \$397,000. An authorized officer of the Government shall enter the amount and the date of each such principal advance on the Certificate of Principal Advances attached to the respective Series 2020 RD Bonds when the proceeds of such advance are delivered to the Town. Each such principal advance shall bear interest from the date of such advance so entered on such certificate.

Section 3.3 Execution of the Series 2020 RD Bonds. The Series 2020 RD Bonds shall be signed by the manual signature of the Mayor or Vice Mayor of the Town and the Town seal shall be affixed thereto and attested by the Clerk of the Town Council.

Section 3.4 Form of the Series 2020 RD Bonds. The Series 2020 RD Bonds shall be in substantially the following forms:

No. R-1A

\$3,017,000.00

UNITED STATES OF AMERICA
COMMONWEALTH OF VIRGINIA
TOWN OF AMHERST

General Obligation Sewer Revenue Bond, Series 2020A (RD)

Registered Holder: United States of America

Principal Sum: Three Million Seventeen Thousand and 00/100 Dollars

Date: _____, 2020

The Town of Amherst, Virginia (the "Town"), a political subdivision of the Commonwealth of Virginia, for value received, hereby promises to the United States of America, or registered assigns, a sum equal to the amount of principal advances made hereunder but not to exceed the sum of

THREE MILLION SEVENTEEN THOUSAND AND 00/100 DOLLARS
(\$3,017,000.00)

and to pay to the registered owner hereof interest on the unpaid principal from the date hereof until payment of the entire principal sum at the rate of 1.375% per year (or such lesser rate as may be agreed to by the Government). Interest only shall be paid during the first twenty four (24) months after closing, such interest being payable annually on the first and second anniversary dates of the Closing Date. Thereafter payment for the remaining 456 months of principal and interest shall be made in equally amortized monthly installments of Eight Thousand Nine Hundred One and 00/100 Dollars (\$8,901.00) commencing on _____, _____ and thereafter for a period of thirty-eight (38) years, until paid, each payment to be applied first to interest accrued to such payment date and then to principal, and such final installment, if not sooner paid, to be due and payable forty (40) years from the date hereof in 2060. Installments of both principal and interest shall be payable in lawful money of the United States of America by check or draft mailed to the registered owner at its address as it appears on the registration books kept for that purpose at the office of the Town Manager who was appointed as Registrar. This Bond shall be registered as to principal and interest. The final installment of principal shall be payable upon presentation and surrender hereof at the office of the Registrar.

This Bond has been authorized by resolutions adopted by the Town Council on December 11, 2019 and April 8, 2020 (**together, “the “Bond Resolution”**), and is issued pursuant to the Public Finance Act (Chapter 26, Title 15.2, Code of Virginia, 1950, as amended) (**the “Act”**) and the Constitution of the Commonwealth of Virginia, to provide funds, along with other monies that may be available, to pay the cost of acquiring, constructing and equipping improvements to the Town’s sewer system (**the “Project”**) located in the Town. Copies of the Bond Resolution are on file at the office of the Town Manager of the Town. Reference is hereby made to the Bond Resolution and any amendments thereto for the provisions, among others, describing the pledge and covenants securing this Bond, the nature and extent of the security therefor, the terms and conditions upon which this Bond is issued, and the rights and obligations of the Town and the rights of the Bondholder(s).

Both principal of and interest on this Bond are payable from ad valorem taxes to be levied without limitation as to rate or amount on all property in the Town subject to taxation and from a pledge of the full faith and credit of the Town and the revenues of the Town’s sewer system (**the “System”**) pledged thereto as herein set forth. Nothing herein or in the Bond Resolution shall be deemed to create or constitute an indebtedness of or a pledge of the faith and credit of the Commonwealth of Virginia or of any county, city, town or other political subdivision of the Commonwealth other than the Town. This Bond also is secured by a pledge of the revenues derived from the ownership and operation of the System.

THIS BOND IS A GENERAL OBLIGATION OF THE TOWN FOR THE PAYMENT OF WHICH THE TOWN’S FULL FAITH AND CREDIT ARE IRREVOCABLY PLEDGED. THE TOWN COUNCIL IS AUTHORIZED AND REQUIRED TO LEVY AND COLLECT ANNUALLY AT THE SAME TIME AND IN THE SAME MANNER AS OTHER TAXES OF THE TOWN ARE ASSESSED, LEVIED AND COLLECTED, A TAX UPON ALL TAXABLE PROPERTY WITHIN THE TOWN, OVER AND ABOVE ALL OTHER TAXES AUTHORIZED OR LIMITED BY LAW AND WITHOUT LIMITATION AS TO RATE OR AMOUNT, SUFFICIENT TO PAY WHEN DUE THE PRINCIPAL OF AND PREMIUM, IF ANY, AND INTEREST ON THE BOND, TO THE EXTENT OTHER FUNDS OF THE TOWN ARE NOT LAWFULLY AVAILABLE AND APPROPRIATED FOR SUCH PURPOSE. THIS BOND ALSO IS PAYABLE FROM CERTAIN REVENUES TO BE DERIVED FROM THE OWNERSHIP OR OPERATION OF THE TOWN’S SYSTEM AS THE SAME MAY FROM TIME TO TIME EXIST, ALL OF WHICH REVENUES HAVE BEEN PLEDGED PURSUANT TO THE BOND RESOLUTION TO SECURE THE PAYMENT THEREOF. NEITHER THE COMMONWEALTH OF VIRGINIA NOR ANY POLITICAL SUBDIVISION THEREOF, OTHER THAN THE TOWN, SHALL BE OBLIGATED TO PAY THE PRINCIPAL OF OR INTEREST ON THE BOND OR OTHER COSTS INCIDENT THERETO EXCEPT FROM THE REVENUES PLEDGED THEREFOR, AND NEITHER THE FAITH AND CREDIT NOR THE TAXING POWER OF THE COMMONWEALTH OF VIRGINIA OR ANY POLITICAL SUBDIVISION THEREOF, OTHER THAN THE TOWN, IS PLEDGED TO THE PAYMENT OF PRINCIPAL OF OR INTEREST ON THE BOND OR OTHER COSTS INCIDENT THERETO.

Installments of principal may be prepaid at the option of the Town as a whole or in part, without premium (but if in part, in inverse chronological order) on any interest payment date, upon not less than thirty nor more than sixty days' notice forwarded by registered or certified mail to the registered owner of this Bond at the address shown on the registration books maintained at the office of the Registrar, upon payment of the principal amount of installments to be prepaid and interest accrued to the date fixed for such prepayment, without premium, by check or draft mailed to such owner at such address.

Additional Bonds secured equally and ratably with this Bond may be issued from time to time under the conditions, limitations and restrictions set forth in the Bond Resolution to finance the cost of the completion of the Project, the acquisition or construction of improvements, extensions, additions and replacements to the System, one or more projects duly authorized by the Town and made a part of the System, or to refund bonds of the Town, or for any or all of such purposes.

This Bond is transferable only upon the registration books kept at the office of the Registrar by the registered holder hereof or by his duly authorized attorney, upon surrender of this Bond (together with a written instrument of transfer, satisfactory in form to the Registrar, duly executed by the registered holder or his authorized attorney, which may be in the form endorsed hereon) and subject to the limitations and upon payment of the charges, if any, as provided in the Bond Resolution, and thereupon as provided in the Bond Resolution a new Bond, in the aggregate principal amount and of the same series, interest rate and maturity as the Bond surrendered, shall be issued in exchange therefor. The Town and the Registrar shall deem and treat the person in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal hereof and interest due hereon and for all other purposes whatsoever.

All acts, conditions and things required by the Constitution and statutes of the Commonwealth of Virginia to happen, exist or be performed precedent to, and in the issuance of this Bond have happened, exist and have been performed.

This Bond shall not be valid or obligatory for any purpose unless the Certificate of Authentication hereon has been duly executed by the Registrar and the date of authentication inserted hereon.

IN WITNESS WHEREOF, the Town has caused this Bond to be signed by its Mayor or Vice Mayor, to be countersigned by its Clerk or Deputy Clerk of the Town Council, and this Bond to be dated as of _____, ____.

COUNTERSIGNED:

Clerk, Town Council of the
Town of Amherst, Virginia

Mayor, Town of Amherst, Virginia

CERTIFICATE OF AUTHENTICATION

This Bond is the Series 2020A RD Bond described in the within mentioned Bond Resolution.

Town Manager
Town of Amherst, Virginia

TRANSFER OF BOND

Transfer of this Bond may be registered by the registered owner or his duly authorized attorney upon presentation hereof to the Registrar who shall make note of such transfer in its books kept by her for that purpose and in the registration blank below:

<u>Date of Registration</u>	<u>Name of Registered Owner</u>	<u>Signature of Registrar</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

CERTIFICATE OF PRINCIPAL ADVANCES

The amount and date of principal advances not to exceed the face amount hereof shall be entered hereon by an authorized officer of the United States of America, when the proceeds of such principal amounts are delivered to the Town.

<u>Amount</u>	<u>Date</u>	<u>Authorized Signatures</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Schedule A

Principal Installments Paid in Advance of Maturity Date

Principal Due Date(s) <u>Inclusive</u>	Principal Payment <u>Amount</u>	<u>Date</u>	<u>Balance</u>	Date <u>Paid</u>	Signature of <u>Registrar</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

No. R-1B

\$397,000.00

UNITED STATES OF AMERICA
COMMONWEALTH OF VIRGINIA
TOWN OF AMHERST

General Obligation Sewer Revenue Bond, Series 2020B (RD)

Registered Holder: United States of America

Principal Sum: Three Hundred Ninety Seven Thousand and 00/100 Dollars

Date: _____, 2020

The Town of Amherst, Virginia (the "Town"), a political subdivision of the Commonwealth of Virginia, for value received, hereby promises to the United States of America, or registered assigns, a sum equal to the amount of principal advances made hereunder but not to exceed the sum of

THREE HUNDRED NINETY SEVEN THOUSAND AND 00/100 DOLLARS
(\$397,000.00)

and to pay to the registered owner hereof interest on the unpaid principal from the date hereof until payment of the entire principal sum at the rate of 1.375% per year (or such lesser rate as may be agreed to by the Government). Interest only shall be paid during the first twenty four (24) months after closing, such interest being payable annually on the first and second anniversary dates of the Closing Date. Thereafter payment for the remaining 456 months of principal and interest shall be made in equally amortized monthly installments of One Thousand One Hundred Seventy Two and 00/100 Dollars (\$1,172.00) commencing on _____, _____ and thereafter for a period of thirty-eight (38) years, until paid, each payment to be applied first to interest accrued to such payment date and then to principal, and such final installment, if not sooner paid, to be due and payable forty (40) years from the date hereof in 2060. Installments of both principal and interest shall be payable in lawful money of the United States of America by check or draft mailed to the registered owner at its address as it appears on the registration books kept for that purpose at the office of the Town Manager who was appointed as Registrar. This Bond shall be registered as to principal and interest. The final installment of principal shall be payable upon presentation and surrender hereof at the office of the Registrar.

This Bond has been authorized by resolutions adopted by the Town Council on December 11, 2019 and April 8, 2020 (**together, “the “Bond Resolution”**), and is issued pursuant to the Public Finance Act (Chapter 26, Title 15.2, Code of Virginia, 1950, as amended) (**the “Act”**) and the Constitution of the Commonwealth of Virginia, to provide funds, along with other monies that may be available, to pay the cost of acquiring, constructing and equipping improvements to the Town’s sewer system (**the “Project”**) located in the Town. Copies of the Bond Resolution are on file at the office of the Town Manager of the Town. Reference is hereby made to the Bond Resolution and any amendments thereto for the provisions, among others, describing the pledge and covenants securing this Bond, the nature and extent of the security therefor, the terms and conditions upon which this Bond is issued, and the rights and obligations of the Town and the rights of the Bondholder(s).

Both principal of and interest on this Bond are payable from ad valorem taxes to be levied without limitation as to rate or amount on all property in the Town subject to taxation and from a pledge of the full faith and credit of the Town and the revenues of the Town’s sewer system (**the “System”**) pledged thereto as herein set forth. Nothing herein or in the Bond Resolution shall be deemed to create or constitute an indebtedness of or a pledge of the faith and credit of the Commonwealth of Virginia or of any county, city, town or other political subdivision of the Commonwealth other than the Town. This Bond also is secured by a pledge of the revenues derived from the ownership and operation of the System.

THIS BOND IS A GENERAL OBLIGATION OF THE TOWN FOR THE PAYMENT OF WHICH THE TOWN’S FULL FAITH AND CREDIT ARE IRREVOCABLY PLEDGED. THE TOWN COUNCIL IS AUTHORIZED AND REQUIRED TO LEVY AND COLLECT ANNUALLY AT THE SAME TIME AND IN THE SAME MANNER AS OTHER TAXES OF THE TOWN ARE ASSESSED, LEVIED AND COLLECTED, A TAX UPON ALL TAXABLE PROPERTY WITHIN THE TOWN, OVER AND ABOVE ALL OTHER TAXES AUTHORIZED OR LIMITED BY LAW AND WITHOUT LIMITATION AS TO RATE OR AMOUNT, SUFFICIENT TO PAY WHEN DUE THE PRINCIPAL OF AND PREMIUM, IF ANY, AND INTEREST ON THE BOND, TO THE EXTENT OTHER FUNDS OF THE TOWN ARE NOT LAWFULLY AVAILABLE AND APPROPRIATED FOR SUCH PURPOSE. THIS BOND ALSO IS PAYABLE FROM CERTAIN REVENUES TO BE DERIVED FROM THE OWNERSHIP OR OPERATION OF THE TOWN’S SYSTEM AS THE SAME MAY FROM TIME TO TIME EXIST, ALL OF WHICH REVENUES HAVE BEEN PLEDGED PURSUANT TO THE BOND RESOLUTION TO SECURE THE PAYMENT THEREOF. NEITHER THE COMMONWEALTH OF VIRGINIA NOR ANY POLITICAL SUBDIVISION THEREOF, OTHER THAN THE TOWN, SHALL BE OBLIGATED TO PAY THE PRINCIPAL OF OR INTEREST ON THE BOND OR OTHER COSTS INCIDENT THERETO EXCEPT FROM THE REVENUES PLEDGED THEREFOR, AND NEITHER THE FAITH AND CREDIT NOR THE TAXING POWER OF THE COMMONWEALTH OF VIRGINIA OR ANY POLITICAL SUBDIVISION THEREOF, OTHER THAN THE TOWN, IS PLEDGED TO THE PAYMENT OF PRINCIPAL OF OR INTEREST ON THE BOND OR OTHER COSTS INCIDENT THERETO.

Installments of principal may be prepaid at the option of the Town as a whole or in part, without premium (but if in part, in inverse chronological order) on any interest payment date,

upon not less than thirty nor more than sixty days' notice forwarded by registered or certified mail to the registered owner of this Bond at the address shown on the registration books maintained at the office of the Registrar, upon payment of the principal amount of installments to be prepaid and interest accrued to the date fixed for such prepayment, without premium, by check or draft mailed to such owner at such address.

Additional Bonds secured equally and ratably with this Bond may be issued from time to time under the conditions, limitations and restrictions set forth in the Bond Resolution to finance the cost of the completion of the Project, the acquisition or construction of improvements, extensions, additions and replacements to the System, one or more projects duly authorized by the Town and made a part of the System, or to refund bonds of the Town, or for any or all of such purposes.

This Bond is transferable only upon the registration books kept at the office of the Registrar by the registered holder hereof or by his duly authorized attorney, upon surrender of this Bond (together with a written instrument of transfer, satisfactory in form to the Registrar, duly executed by the registered holder or his authorized attorney, which may be in the form endorsed hereon) and subject to the limitations and upon payment of the charges, if any, as provided in the Bond Resolution, and thereupon as provided in the Bond Resolution a new Bond, in the aggregate principal amount and of the same series, interest rate and maturity as the Bond surrendered, shall be issued in exchange therefor. The Town and the Registrar shall deem and treat the person in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal hereof and interest due hereon and for all other purposes whatsoever.

All acts, conditions and things required by the Constitution and statutes of the Commonwealth of Virginia to happen, exist or be performed precedent to, and in the issuance of this Bond have happened, exist and have been performed.

This Bond shall not be valid or obligatory for any purpose unless the Certificate of Authentication hereon has been duly executed by the Registrar and the date of authentication inserted hereon.

IN WITNESS WHEREOF, the Town has caused this Bond to be signed by its Mayor or Vice Mayor, to be countersigned by its Clerk or Deputy Clerk of the Town Council, and this Bond to be dated as of _____, _____.

COUNTERSIGNED:

Clerk, Town Council of the
Town of Amherst, Virginia

Mayor, Town of Amherst, Virginia

CERTIFICATE OF AUTHENTICATION

This Bond is the Series 2020B RD Bond described in the within mentioned Bond Resolution.

Town Manager
Town of Amherst, Virginia

TRANSFER OF BOND

Transfer of this Bond may be registered by the registered owner or his duly authorized attorney upon presentation hereof to the Registrar who shall make note of such transfer in its books kept by her for that purpose and in the registration blank below:

<u>Date of Registration</u>	<u>Name of Registered Owner</u>	<u>Signature of Registrar</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

CERTIFICATE OF PRINCIPAL ADVANCES

The amount and date of principal advances not to exceed the face amount hereof shall be entered hereon by an authorized officer of the United States of America, when the proceeds of such principal amounts are delivered to the Town.

<u>Amount</u>	<u>Date</u>	<u>Authorized Signatures</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Schedule A

Principal Installments Paid in Advance of Maturity Date

Principal Due Date(s) <u>Inclusive</u>	Principal Payment <u>Amount</u>	<u>Date</u>	<u>Balance</u>	<u>Date Paid</u>	<u>Signature of Registrar</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Section 3.5 Registration and Exchange of Bonds. The Town Manager is hereby appointed Registrar. Transfer of the Bonds shall be registered upon books maintained for that purpose at the office of the Registrar. Prior to due presentment for registration of transfer, the Registrar shall treat the registered owner as the person exclusively entitled to payment of principal and interest and the exercise of all other rights and powers of the owner. The Bonds initially shall be registered as to principal and interest in the name of the United States of America, with an address of Finance Office, USDA/Rural Development, 1520 Market Street, St. Louis, Missouri 63103-2696.

Section 3.6 Delivery of the Series 2020 RD Bonds. The Mayor or Vice Mayor and Town Manager are hereby authorized and directed to have the Bonds prepared and executed in accordance with the terms thereof and to deliver the Series 2020 RD Bonds to the United States upon payment therefor. The Mayor or Vice Mayor and Town Manager are further authorized and directed to agree to and comply with, on behalf of the Town, any and all further conditions and requirements of the United States in connection with its purchase of the Bonds.

Section 3.7 Replacement of Mutilated, Lost or Destroyed Bonds. Should the Bonds become mutilated or be lost or destroyed, the Town shall cause to be executed and delivered a new Bond of like date, number, series and tenor in exchange and substitution for, and upon cancellation of, such mutilated Bond or in lieu of and in substitution for such lost or destroyed Bond. Such new Bond shall be executed and delivered only when the owner has paid all reasonable expenses and charges in connection therewith and, in the case of a lost or destroyed Bond, has filed with the Town and the Registrar evidence satisfactory to them that such Bond was lost or destroyed and that he was the owner thereof and the owner has furnished to the Registrar indemnity satisfactory to him; provided, however, that no surety on such indemnity shall be required from the Government.

ARTICLE IV.

PREPAYMENT OF BONDS

Section 4.1 Prepayment Dates and Prices. Installments of principal at the option of the Town, may be prepaid as a whole, or in part, without premium (but if in part, in inverse chronological order) on any interest payment date, upon payment of the principal amount of the installments to be prepaid and interest accrued to the date fixed for such prepayment, without premium.

Section 4.2 Manner of Effecting Prepayment. Prepayment of the Bonds shall be effected in the following manner:

(a) The Town shall approve prepayment of installments which are by their terms subject to prepayment and fixing a date for such prepayment.

(b) Not less than thirty nor more than sixty days prior to such prepayment date, the Town shall cause a notice of such prepayment to be sent by registered or certified mail to the registered owner of the Bonds to be prepaid at its address appearing on the registration books of the Town. The notice of prepayment shall state the date fixed for prepayment, the place at which payment will be made and, if less than all of the Bonds or less than the entire principal of any single fully registered Bond shall be called for prepayment, the numbers of Bonds or installments of any single Bond to be prepaid.

(c) On or prior to the date fixed for prepayment the Registrar shall make available at his office the amount to be prepaid and accrued interest.

Section 4.3 Cancellation of Prepaid Bonds. The Bonds so prepaid in full shall be cancelled upon surrender.

ARTICLE V.

REVENUES AND FUNDS

Section 5.1 Revenue Covenant. The Town covenants that so long as the Series 2020 RD Bonds are outstanding it will fix, charge and collect such rates, fees and other charges for the use of and for the services furnished by the System and will from time to time revise such rates, fees and other charges so as to produce sufficient revenues in each fiscal year to equal an amount required to pay (i) the Operating Expenses which shall accrue and become payable during the then current fiscal year, and (ii) the amounts required by Section 3.2 to be paid during the then current fiscal year on debt service for the Bonds.

Section 5.2 Free Service; Enforcement of Charges.

(a) So long as the Series 2020 RD Bonds are outstanding the Town shall not permit connections to or use of the System or provide any services of the System without making a

charge therefor; provided, however, that the Town may supply water service to facilities on public property without making a charge.

(b) If any rates, fees or charges for the use of and for the services furnished by the System shall not be paid within 60 days after the same shall become due and payable, or within such shorter time as may be determined by the Town, the Town may at the expiration of such period disconnect the premises from the System or otherwise suspend service to such premises until such delinquent rates, fees or charges and any interest, penalties or charges for reconnection shall have been paid in full, unless the State Health Commissioner shall have found and shall certify to the Town that suspending such services will endanger the health of the persons occupying such premises or the health of others.

(c) The Town shall take all such action as may be necessary to perfect liens upon real estate for the amount of any unpaid rates, fees or charges described in paragraph (b) above or any unpaid connection charges or other charges so that such liens will be binding upon subsequent bona fide purchasers for valuable consideration without actual notice thereof.

Section 5.3 Pledge of Revenues. All revenues derived by the Town from the use of and services furnished by the System are hereby pledged equally and ratably to the payment of the principal of and interest on the Bonds, subject only to the right to make application thereof to other purposes as provided herein.

ARTICLE VI.

ADDITIONAL BONDS

Section 6.1. Issuance of Additional Bonds. The Town may Issue Additional Bonds to finance the cost of completing the Project or the acquisition or construction of improvements, extensions, additions and replacements to the System or to refund any Bonds. Additional Bonds shall be in such form, shall be dated such date shall mature in such installments of principal and interest, shall bear interest at such rate or rates, shall be in such denomination or denominations and may contain such provisions for prepayment prior to their respective maturities, all as provided by the Town Council by resolution adopted prior to their Issuance. Additional Bonds shall contain an appropriate series designation.

Section 6.2. Conditions of Issuance. The Town shall not issue any Additional Bonds unless there shall have been filed with the Town and, if the Government is the Owner of either the Series 2020 RD Bonds or any Additional Bonds, with the Government, the following:

(a) a certified copy of a resolution of the Town Council in form complying with the foregoing provisions specifying or providing for all the terms of the Additional Bonds and, if applicable, stating the cost of the acquisition or construction of any improvements, extensions, additions and replacements to the System to be acquired or constructed and finding and ordering that such improvements, extensions, additions and replacements shall be a part of the System;

(b) a certified copy of a resolution of the Town Council specifying or providing for the interest rate or rates and directing the delivery of such Additional Bonds to the purchaser or purchasers upon payment of the purchase price set forth therein;

(c) if the Additional Bonds are to be issued to complete the Project, a certificate of the Consulting Engineer to that effect;

(d) if the Additional Bonds are to be issued for any purpose other than the refunding of Bonds or the completion of the Project, either (i) a certificate of an independent certified public accountant or engineering firm stating that the amount of the Net Revenues for the fiscal year preceding the year in which the proposed Additional Bonds are to be issued was not less than one hundred percent (100%) of the average annual principal and interest requirements for the Bonds then outstanding and the Additional Bonds to be issued, or (ii) the written consent of the holders of three-fourths in aggregate principal amount of the Bonds outstanding;

(e) a certificate of the Town, signed by the Mayor or Vice Mayor of the Town, that the Town is in compliance with all covenants and undertakings in connection with this resolution and any supplemental resolution authorizing Additional Bonds which remain outstanding; and

(f) the written opinion or opinions of counsel for the Town stating that the issuance of the Additional Bonds has been duly authorized and that all conditions precedent to their delivery have been fulfilled.

ARTICLE VII.

DISBURSEMENT OF BOND PROCEEDS

Section 7.1 Disbursement of Bond Proceeds. Principal advances shall be made by the Government, in an aggregate amount not to exceed \$3,017,000 under the Series 2020A RD Bond and \$397,000 under the Series 2020B RD Bond, upon application by the Town and compliance with all Government requirements. An authorized officer of Government shall enter the amount and the date of each such principal advance on the Certificate of Principal Advances (**the “Certificate”**), attached to the respective Series 2020 RD Bond when the proceeds of such advances are delivered to the Town. Each principal advance shall bear interest from the date of the advance entered on the Certificate.

ARTICLE VIII.

SECURITY FOR DEPOSITS AND INVESTMENTS OF FUNDS

Section 8.1 Security for Deposits. All moneys on deposit with any bank or trust company shall be secured for the benefit of the Town and the Bondholders in the manner required by Chapters 44, 45, and 46 of Title 2.2, Code of Virginia of 1950, as amended).

ARTICLE IX.

PARTICULAR COVENANTS

Section 9.1 General. The Town hereby particularly covenants and agrees with the owner of the Bond and makes provisions which shall become a part of its contract with such Bondholder as set forth in the following sections of this Article.

Section 9.2 Payment of Bonds. The Town shall pay promptly, as provided herein, the principal of and interest on the Bonds issued pursuant to this resolution, but such principal and interest shall be payable from ad valorem taxes to be levied without limitation as to rate or amount on all property in the Town subject to taxation, from the revenues of the System pledged herein, and the full faith and credit of the Town is pledged to the payment of the Bonds. Nothing in the Bonds or in this resolution shall be deemed to create or constitute an indebtedness of or a pledge of the faith and credit of the Commonwealth of Virginia or of any county, city, town or other political subdivision of the Commonwealth, other than the Town.

Section 9.3 Construction of System. The Town shall obtain all approvals, permits and consents required by law as a condition precedent to the construction, development, operation and improvement of all parts of the System and shall complete the construction of the Project in a sound and economical manner and in conformity with all applicable requirements of governmental authorities and do all acts and things necessary and reasonable so that it may begin to collect revenues from the Project at the earliest practicable time.

Section 9.4 Operation and Maintenance. The Town shall establish and enforce reasonable rules and regulations governing the use and services of the System, maintain and operate the System in an efficient and economical manner, maintain the same in good repair and sound operating condition and make all necessary repairs, replacements and renewals. All compensation, salaries, fees and wages paid by it in connection with the operation, maintenance and repair of the System shall be reasonable. The Town shall observe and perform all the terms and conditions contained in the Act and comply with all valid acts, rules regulations, orders and directions of any legislative, executive, administrative or judicial body applicable to the System or the Town.

Section 9.5 Competition. The Town shall not operate or assent to the operation of any sewer service in competition with the System.

Section 9.6 Consulting Engineer. The Town shall employ as necessary as Consulting Engineer an engineering firm or individual engineer of recognized standing and experience in the field of sewer system engineering, whose duties shall include supervision of the construction of improvements to the System and advice as to proper operation, maintenance and repair of the System.

Section 9.7 Sale or Encumbrance. Neither the System nor any integral part thereof shall be sold, encumbered or otherwise disposed of; provided, however, that the Town may grant easements, licenses or permits across, over or under parts of the System for streets, roads and utilities as will not adversely affect the use of the System and provided, further, that the Town may sell or otherwise dispose of any property constituting a part of the System that is no longer needed or useful for such purpose that may be used by the Town for any lawful purpose related to the System. Notwithstanding the foregoing, for so long as the Series 2020 RD Bonds are owned by the United States of America any sale, encumbrances or other disposition of the System or any part thereof, not expressly permitted or contemplated hereby, must first be consented to in writing by a representative of the Government.

Section 9.8 Creation of Liens. The Town shall not create or suffer to be created any lien or charge upon the System or any part thereof, except as provided herein. The Town shall pay or cause to be discharged, or shall make adequate provision to satisfy and discharge, all lawful claims and demands for labor, materials or supplies within sixty days after the same shall accrue and all governmental charges when the same become due, which, if unpaid, might by law become a lien upon the System or any part thereof; provided, however, that nothing contained in this section shall require the Town to pay or cause to be discharged or make provision for any such lien or charge so long as the validity thereof shall be contested in good faith and by appropriate legal proceedings.

Section 9.9 Title to Lands. The Town shall make no contract requiring payment for labor or to contractors, builders or materialmen on account of the construction or reconstruction of any part of the System unless such part is located on lands to which title in fee simple or over which perpetual easement, in either case sufficient for the purposes of the System, is owned or can be acquired by the Town, or unless such part is lawfully located in public street or highway or is a main, conduit, pipeline, main connection or outfall located on land in which a right or interest less than a fee simple or perpetual easement has been acquired and such lesser right or interest has been approved by written opinion of counsel for the Town as sufficient for the purposes of the Town.

Section 9.10 Insurance. The Town shall maintain insurance as follows:

(a) The Town shall keep insured all above-ground structures forming a part of the System, as well as all other insurable portions of the System of a type that are customarily insured by other publicly owned sewer systems, against loss by fire, including extended coverage, tornado and windstorm, to such extent as may be necessary to provide for a full recovery whenever an insured loss does not exceed eighty percent (80%) of the full insurable value of the property damaged. All proceeds of such insurance shall be applied promptly to the repair or replacement of the property damaged or destroyed.

(b) The Town shall carry public liability insurance relating to the operation of the System with limits of not less than \$1,000,000 to protect the Town from claims for bodily injury, or damage to property of others which may arise from the ownership or operation of the System.

(c) The Town shall carry workers' compensation insurance in such amounts and upon such terms so that it will not be considered a self-insurer of its liability to its employees under the Virginia Workers' Compensation Act.

(d) All policies of insurance, accompanied by receipts showing payment of premiums in full, shall be deposited in the office of the Town Manager of the Town.

(e) The Town shall obtain surety bonds on all of its officers and employees who may handle funds pertaining to the System, such bonds to be in such amounts as are customarily carried by public bodies owning and operating similar systems.

All such insurance shall be taken out and maintained with generally recognized insurance companies and may be written with deductible amounts comparable to those on similar policies carried by other public bodies owning and operating similar systems.

Section 9.11 Records and Reports. The Town shall keep proper books of record and accounts, separate from any of its other records and accounts, showing complete and correct entries of all transactions relating to the System, and any Bondholder shall have the right at all reasonable times to inspect the System and all records, accounts and data relating thereto. The Town shall also cause an annual audit of its books and accounts to be made by an independent certified public accountant at the end of each fiscal year. No later than two hundred and forty days after the end of each fiscal year, copies of the audit report, certified by such accountant, reflecting in reasonable detail the financial condition and record of operation of the System, including specifically the rates charged, the number of connections served, and the tap fees collected for new connections, shall be filed in the office of the Town Manager of the Town and shall be mailed to any Bondholder who may have requested the same in writing.

Section 9.12 Refinancing. The Town shall refinance the unpaid principal balance of the Series 2020 RD Bonds upon the request of the United States of America if at any time it shall appear to the Government that the Town is able to do so with funds obtained from responsible private sources at reasonable rates and terms for loans for similar purposes and periods of time.

Section 9.13 Covenant as to Other Bonds. The Town covenants that as of the date of this resolution there are no outstanding bonds, notes or other revenue bond obligations concerning the System other than the Series 2020 RD Bonds.

ARTICLE X.

AMENDMENTS

Section 10.1 Amendments Without Consent: The Town shall have the right, from time to time, without the consent of the Bondholder to adopt resolutions supplemental hereto, not inconsistent with the terms and provisions hereof:

(a) to cure any ambiguity or formal defect or omission or to correct any inconsistent provisions in this resolution or in any supplemental resolution;

(b) to grant to or confer upon the Bondholder any additional lawful right, remedy, power, authority or security;

(c) to add conditions, limitations, and restrictions on the issuance of Additional Bonds; and

(d) to add other covenants and agreements to be observed by the Town or to surrender any right or power herein reserved to or conferred upon the Town.

No such supplemental resolution shall become effective until certified copies have been filed in the office of the Town Manager of the Town.

Section 10.2 Amendments Requiring Consent. The owners of not less than sixty-five percent in principal amount of the Bonds then outstanding shall have the right, from time to time, but only pursuant to this section, to consent to and approve the adoption of such resolution or resolutions supplemental hereto as shall be deemed necessary or desirable by the Town for the purpose of modifying, altering, amending, adding to or rescinding, in any particular, any of the terms or provisions contained in this resolution or in any supplemental resolution; provided, however, that nothing herein contained shall permit or be construed as permitting (a) an extension of the maturity of the principal of or the interest on any Bonds or the prepayment premium, if any, or the rate of interest thereon, or (b) the creation of a lien upon or a pledge of revenues other than the lien and pledge created by this resolution or otherwise permitted hereby, or (c) a preference or priority of any Bond or Bonds over any other Bond or Bonds, or (d) a reduction in the principal amount of Bonds required for consent to such supplemental resolution. Nothing herein contained, however, shall be construed as making necessary the approval by Bondholders of the adoption of any supplemental resolution authorized by Section 10.1.

Section 10.3 Adoption and Consent to Amendment. Upon the adoption of any supplemental resolution for any of the purposes of Section 10.2, a certified copy thereof shall be filed in the office of the Town Manager of the Town for inspection by any Bondholder. The Town Manager shall cause a copy of such supplemental resolution or a summary thereof, together with a request to the Bondholders for their consent thereto, to be sent by registered or certified mail to the registered owner of each Bond at his address as it appears on the registration books of the Town; provided, however, that failure to mail any such notice shall not affect the validity of such supplemental resolution when consented to and approved as provided in this

section. If, within sixty days or such longer period as shall be prescribed by the Town following the giving of such notice, the Town shall file in its office, and in the office of the Government, an instrument or instruments in writing purporting to be executed by the holders of not less than sixty-five percent in principal amount of the Bonds then outstanding, which shall refer to the supplemental resolution and shall specifically consent to and approve the adoption thereof, together with a certified copy of such supplemental resolution and the written opinion of counsel for the Town stating that such resolution has been duly adopted, is authorized or permitted by this resolution and is valid and legally binding upon the Town and enforceable in accordance with its terms, such supplemental resolution shall thereupon be effective as the owners of all the Bonds then outstanding, whether or not such owners shall have consented thereto.

Section 10.4 Amendment by Unanimous Consent. Notwithstanding any other provisions herein, the Town may amend any term or provision of this resolution or any supplemental resolution upon adoption of a supplemental resolution and the filing of certified copies of such supplemental resolution, together with the written consent thereto of the owners of the Bonds then outstanding, as provided in Section 10.3.

Section 10.5 Effect of Amendments. This resolution shall be deemed modified and amended, and the respective rights, duties and obligations hereunder of the Town and any owner of the Bonds then outstanding shall be determined and enforced under the provisions of this resolution, as so modified and amended, upon the adoption of any amendment as provided in this Article.

ARTICLE XI.

DISCHARGE UPON PAYMENT

Section 11.1 Discharge Upon Payment of Bonds. If any Bonds shall have become due and payable at maturity or shall have been duly called for prepayment and the full amount of the principal, interest and premium, if any, so due and payable upon the Bonds then outstanding shall have been paid at the time and in the manner provided therein and in this resolution, then the right, title and interest of the Bondholder in the revenues and the other moneys, funds and securities pledged under this resolution and all covenants, agreements and other obligations of the Town to the Bondholder under this resolution shall cease, terminate and be void, and the Town shall be discharged from its obligations hereunder. In such event all moneys and securities not required for the payment of the principal, interest and prepayment premium, if any on the Bonds, may be used by the Town for any lawful purpose.

ARTICLE XII.

MISCELLANEOUS

Section 12.1 Contract with Bondholders: The provisions of this resolution shall constitute a contract between the Town and the Bondholder for so long as any Bonds or interest thereon is outstanding.

Section 12.2 Town Officers and Agents. The officers and agents of the Town shall do and are authorized to perform all acts and things required of them by this resolution, the Bonds and the Act for the complete and punctual performance of all the terms, covenants and agreements therein, and to do all acts and things and execute all documents and certificates required by the Government in connection with the issuance of the Bonds (including but not limited to an initial operating budget, a request for obligation of funds, an equal opportunity agreement, an assurance agreement, an applicant certification concerning collection policies for consumer or commercial debts, a certification regarding debarment, suspension and other responsibility matters, a certification regarding drug-free workplace requirements, and a certification for contracts, grants, and loans regarding lobbying, all in standard form acceptable to the Government), and such actions of the officers and agents of the Town are hereby approved and ratified.

Section 12.3 Successors and Assigns. All the covenants, stipulations, promises and agreements of the Town contained in this resolution shall bind and inure to the benefit of its successors and assigns, whether so expressed or not.

Section 12.4 Limitation of Rights. Nothing expressed or mentioned in or to be implied from this resolution or the Bond is intended or shall be construed to give to any person or company other than the parties hereto and the owner of the Bonds any legal or equitable rights, remedy or claim under or in respect to this resolution or any covenants, conditions and agreements herein contained; this resolution and all of the covenants, conditions and agreements hereof being intended to be and being for the sole and exclusive benefit of the parties hereto and the owners of the Bonds as herein provided.

Section 12.5 Limitation of Liability of the Town, etc. No covenant, condition or agreement contained herein shall be deemed to be a covenant, agreement or obligation of a present or future member of the Town Council, officer, employee or agent of the Town in his individual capacity, and neither the members of the Town Council nor any officer thereof executing the Bond shall be liable personally on the Bonds or be subject to any personal liability or accountability by reason of the issuance thereof. No member of the Town Council, officer, employee or agent of the Town shall incur any personal liability in acting or proceeding, or in not acting or not proceeding, in good faith, reasonably and in accordance with the terms of this resolution or the Act.

Section 12.1 Notice. Any provision in this resolution for the giving, filing, mailing or delivery of notice or other papers shall be deemed fully complied with if, and when, such notice or other papers are sent by registered or certified mail, return receipt requested, to the Town,

addressed to Town Manager, Town of Amherst, 174 S. Main Street, P.O. Box 280, Amherst, VA 24521.

Section 12.2 Headings. Any headings in this resolution are solely for convenience of reference and shall not constitute a part of the resolution nor shall they affect its meaning, construction or effect.

Section 12.3 Conditions Precedent: Upon the issuance of the Bonds all acts, conditions, and things required by the Constitution and statutes of the Commonwealth of Virginia or this resolution to have happened, exist and to have been performed precedent to or in the issuance of the Bonds shall have happened, exist and have been performed.

Section 12.4 [RESERVED].

Section 12.5 Series Designation. In the event the Series 2020 RD Bonds are not issued during calendar year 2020, the Mayor or Vice Mayor and Town Manager of the Town are hereby authorized and directed to change the series designation to such other year as may be appropriate at the time of their issuance. Thereafter all references in this resolution to the Series 2020A RD Bond shall be deemed to refer to the \$3,017,000 General Obligation Sewer Revenue Bond and the Series 2020B RD Bond shall be deemed to refer to the \$397,000 General Obligation Sewer Revenue Bond each issued pursuant to Article III under the new series designation.

Section 12.6 Government Resolution. The Government Loan Form Resolution attached hereto as Exhibit B is hereby adopted and incorporated herein and to the extent of any inconsistency with this resolution and the Government Resolution, the Government Resolution shall control.

Section 12.7 Severability. The provisions of this resolution are hereby declared to be severable. If any court of competent jurisdiction shall hold any provision of this resolution to be invalid and unenforceable, such holding shall not affect any other provision hereof.

Section 12.8 Approval of Sewer System Grant Agreement. The Town hereby accepts a grant or grants from the Government in accordance with the Sewer System Grant Agreement or Agreements from the Government, previously approved and obligated, in an amount not to exceed \$1,076,000 and a subsequent grant in the amount of \$938,000 for a total amount not to exceed of \$2,014,000, presented at this meeting, which Sewer System Grant Agreement or Agreements are hereby approved in substantially the forms presented to this meeting with such completions, omissions, insertions and changes as may be approved by the officer executing it, his execution to constitute conclusive evidence of his approval of any such completions, omissions, insertions and changes. The Mayor, Vice Mayor and Town Manager of the Town, and each of them, are authorized to execute the Sewer System Grant Agreement or Agreements in accordance with the foregoing. The Mayor, Vice Mayor and Town Manager of the Town, and all other officers, employees and agents of the Town are hereby authorized and directed to take any and all such further action as shall be deemed necessary or desirable to close on the grant in accordance with the approved Sewer System Grant Agreement, and all such action is hereby approved and ratified.

Section 12.9 Effective Date. This resolution shall take effect immediately. A certified copy of this Bond Resolution shall be filed by the Clerk of the Town Council with the Clerk of the Circuit Court of the County of Amherst, Virginia. The filing of this Bond Resolution with the Clerk of the Circuit Court of the County of Amherst, Virginia shall be deemed to be the filing of a resolution authorizing the issuance of bonds with such Court for all purposes of the Act.

[Remainder of this Page Intentionally Left Blank]

The Members of the Town Council voted as follows:

Ayes

Nays

Absent

Abstentions

Adopted this 8th day of April, 2020.

The undersigned Clerk of the Town Council of the Town of Amherst, Virginia hereby certifies that the foregoing constitutes a true and correct extract from the minutes of a meeting of the Town Council held on April 8, 2020, and of the whole thereof so far as applicable to the matters referred to in such extract. I hereby further certify that such meeting was a regularly called meeting and that, during the consideration of the foregoing resolution, a quorum was present and action was taken in an open meeting.

Dated this __ day of _____, 2020.

Clerk, Town Council of the
Town of Amherst, Virginia

EXHIBIT A

PROJECT DESCRIPTION

Improvements to the Town's sewer system.

EXHIBIT B

UNITED STATES OF AMERICA LOAN FORM RESOLUTION

LOAN RESOLUTION
(Public Bodies)A RESOLUTION OF THE Town CouncilOF THE Town of Amherst, VirginiaAUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS sewer systems in the Town

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the Town of Amherst, Virginia*(Public Body)*(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of \$3,017,000 (Series 2020A RD Bond) and \$397,000 (Series 2020B RD Bond)pursuant to the provisions of the Public Finance Act, Chapter 26 of Title 15.2 of the Code of Virginia, as amended; and**WHEREAS**, the Association intends to obtain assistance from the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:**NOW THEREFORE**, in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U.S.C. 1983(c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal ly permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so, without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contractor agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by USDA. No free service or use of the facility will be permitted.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0121. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

11. To acquire and maintain such insurance and fidelity bond coverage as may be required by the Government.
12. To establish and maintain such books and records relating to the operation of the facility and its financial affairs and to provide for required audit thereof as required by the Government, to provide the Government a copy of each such audit without its request, and to forward to the Government such additional information and reports as it may from time to time require.
13. To provide the Government at all reasonable times access to all books and records relating to the facility and access to the property of the system so that the Government may ascertain that the Association is complying with the provisions hereof and of the instruments incident to the making or insuring of the loan.
14. That if the Government requires that a reserve account be established, disbursements from that account(s) may be used when necessary for payments due on the bond if sufficient funds are not otherwise available and prior approval of the Government is obtained. Also, with the prior written approval of the Government, funds may be withdrawn and used for such things as emergency maintenance, extensions to facilities and replacement of short lived assets.
15. To provide adequate service to all persons within the service area who can feasibly and legally be served and to obtain USDA's concurrence prior to refusing new or adequate services to such persons. Upon failure to provide services which are feasible and legal, such person shall have a direct right of action against the Association or public body.
16. To comply with the measures identified in the Government's environmental impact analysis for this facility for the purpose of avoiding or reducing the adverse environmental impacts of the facility's construction or operation.
17. To accept a grant in an amount not to exceed \$ 1,076,000 and a subsequent grant of \$938,000 for a total of \$2,014,000

under the terms offered by the Government; that the Town Manager

and Mayor of the Association are hereby authorized and empowered to take all action necessary or appropriate in the execution of all written instruments as may be required in regard to or as evidence of such grant; and to operate the facility under the terms offered in said grant agreement(s).

The provisions hereof and the provisions of all instruments incident to the making or the insuring of the loan, unless otherwise specifically provided by the terms of such instrument, shall be binding upon the Association as long as the bonds are held or insured by the Government or assignee. The provisions of sections 6 through 17 hereof may be provided for in more specific detail in the bond resolution or ordinance; to the extent that the provisions contained in such bond resolution or ordinance should be found to be inconsistent with the provisions hereof, these provisions shall be construed as controlling between the Association and the Government or assignee.

The vote was: Yeas _____ Nays _____ Absent _____

IN WITNESS WHEREOF, the Town Council of the Town of Amherst, Virginia

_____ has duly adopted this resolution and caused it to be executed by the officers below in duplicate on this 8th, April day of 2020

TOWN OF AMHERST, VIRGINIA

(SEAL) By _____

Attest: Title Mayor

Title Clerk of Council

CERTIFICATION TO BE EXECUTED AT LOAN CLOSING

I, the undersigned, as _____ of the _____
hereby certify that the _____ of such Association is composed of
_____ members, of whom , _____ constituting a quorum, were present at a meeting thereof duly called and
held on the _____ day of _____ ; and that the foregoing resolution was adopted at such meeting
by the vote shown above, I further certify that as of _____ ,
the date of closing of the loan from the United States Department of Agriculture, said resolution remains in effect and has not been
rescinded or amended in any way.

Dated, this _____ day of _____

Title _____

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on March 11, 2020, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street. It was noted that a quorum was present as follows:

P	D. Dwayne Tuggle	P	Kenneth G. Bunch
A	Rachel A. Carton	P	Sarah B. Ogden
P	Kenneth S. Watts	P	Janice N. Wheaton

Also present were the following staff members:

Sara E. Carter	Town Manager	Gary Williams	Director of Plants
W. Thomas Berry	Town Attorney	Becky L. Cash	Lead Water Operator
Vicki K. Hunt	Clerk of Council	Charles Thompson	Utilities Maintenance Foreman
Robert A. Shiflett, II	Chief of Police	Gary P. Smith, Jr.	WWTP Operator
		Fred W. Adams	WWTP Operator Apprentice

Recitation of the Pledge of Allegiance to the Flag was followed by an invocation by Charles Thompson.

Town Manager Carter gave a brief report on proposed amendment to Chapter 4. Art. II. of the Town Code referring to dogs and cats that addresses dogs running at large, a requirement for dogs to be leashed or under the control of a responsible person, and dogs urinating and defecating on public or private property, as recommended by the Community Relations Committee.

Mayor Tuggle opened a duly advertised public hearing at 7:04 PM on proposed amendment to Chapter 4. Art. II. of the Town Code referring to dogs and cats, allowing the addition of sections for running at large, leash law, unlawful to allow dogs to urinate or defecate on public or private property; exception, and violation of article.

Debbie Shrader, Sunset Drive, Amherst, VA, came forward in opposition only to that portion of the proposed amendment referring to dogs “knowingly or willfully allow the dog to urinate on the private property of other persons without the consent of such persons.”

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

Chief Shiflett and members of the Amherst County Sheriff’s Office were present to answer questions.

Mr. Watts made a motion that was seconded by Ms. Ogden that the proposed amendment to Chapter 4. Art. II of the Town Code referring to dogs and cats allowing the addition of sections for running at large, leash law, unlawful to allow dogs to urinate or defecate on public or private property; exception, and violation of article be revised to delete any references to “urinate,” and to defer the matter for further discussion to the April 8, 2020, meeting. After discussion, the motion carried 4-0 as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Absent	Sarah B. Ogden	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Aye

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

Mr. Bunch made a motion that was seconded by Mr. Watts to approve the minutes from the February 12, 2020, meeting as presented. There being no discussion, the motion carried 4-0 as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Absent	Sarah B. Ogden	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Aye

Mr. Watts, on behalf of the Finance Committee, and Town Manager Carter gave a brief report on VCCA grant funding for FY21. Upon recommendation to award Second Stage \$2,750 in the coming fiscal year from the Finance Committee and staff, Town Council voted 4-0 to approve grant funding for FY21 as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Absent	Sarah B. Ogden	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Aye

After a brief report by Town Manager Carter, Ms. Ogden made a motion that was seconded by Mr. Bunch to hold a public hearing at its next meeting on April 8, 2020, to receive comments on the Town’s FY20/21 Capital Improvement Program that identifies acquisition, construction and improvement of town facilities, and acquisition of capital equipment. There being no discussion, the motion carried 4-0 as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Absent	Sarah B. Ogden	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Aye

After a brief report by Town Manager Carter, Mr. Bunch made a motion that was seconded by Mr. Watts to hold a public hearing at its next meeting on April 8, 2020, on the proposed FY20/21 Town budget. There being no discussion, the motion carried 4-0 as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Absent	Sarah B. Ogden	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Aye

After a brief report by Town Manager Carter, Mr. Watts made a motion that was seconded by Ms. Ogden to approved a Resolution in Affirmation of the Oath of Office and Regarding a Comment to Respect, Preserve, Uphold and Enforce the Second Amendment (US Constitution) and Art. 1, §13 (VA Constitution). There being no discussion, the motion carried 4-0 as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Absent	Sarah B. Ogden	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Aye

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

By consensus of Council action on the proposed amendment to the Town’s Comprehensive Plan to change the designated land use for Tax Map parcels 96-4-A and 96-1-1-7, totaling 76+/- acres from Planned Development-Residential to Agricultural to allow a request for a conservation easement by Dave

McCormack, Owner, Lazy River LTD, that would, if approved by Town Council, allow land between the developed portion of the Mill Race subdivision and the Amherst Milling Company to be changed from planned development areas to conservation and would allow Mr. McCormick to complete a conservation easement process for the property was deferred to the April 8, 2020, meeting, as requested by Mr. McCormick and recommended by staff.

Town Manager Carter gave a report on changes to the USDA funding package for the sewer sliplining project. There being no discussion, upon recommendation from the Utility Committee and staff to accept the USDA tentative offer of an additional loan amount of \$397,000, Town Council voted 3-1 to authorize Town Manager to proceed with necessary process to obtain USDA offer as presented, as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Absent	Sarah B. Ogden	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Nay

Mr. Watts made a motion that was seconded by Mr. Bunch, to set a public hearing on April 8, 2020, to adopt a resolution authorizing the issuance and sale by the Town of Amherst of its General Obligation Sewer Revenue Bond, as recommended by staff. There being no discussion, the motion carried 4-0 as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Absent	Sarah B. Ogden	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Aye

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

There being no further business, the meeting adjourned until April 8, 2020, at 7:00 pm on motion by Ms. Ogden seconded by Mr. Bunch at 7:53 PM.

D. Dwayne Tuggle
Mayor

Attest: _____
Clerk of Council

**A RESOLUTION IN AFFIRMATION OF THE OATH OF
OFFICE AND REGARDING A COMMITMENT TO RESPECT,
PRESERVE, UPHOLD, AND ENFORCE THE SECOND
AMENDMENT (US CONSTITUTION) AND ART. 1, § 13 (VA
CONSTITUTION)**

WHEREAS, the Code of Virginia (1950), as amended, § 15.2-1522 provides that every elected Town officer, unless otherwise provided by law, on or before the day on which his term of office begins, shall qualify by taking the oath prescribed by § 49-1;

WHEREAS, the Code of Virginia (1950), as amended, § 49-1 prescribes the Oath of Office of the members of the Town Council of the Town of Amherst, Virginia, as follows: I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the Commonwealth of Virginia, and that I will faithfully and impartially discharge all the duties incumbent upon me as an elected member of the Town Council according to the best of my ability, so help me God;

WHEREAS, the Constitution of the United States at Amendment II expressly states that “a well regulated Militia, being necessary to the security of a free State, the right of the people to keep and bear Arms, shall not be infringed”;

WHEREAS, the Constitution of Virginia at Article I, § 13 expressly states “that a well regulated militia, composed of the body of the people, trained to arms, is the proper, natural, and safe defense of a free state, therefore the right of the people to keep and bear arms shall not be infringed”;

WHEREAS, there is concern that unconstitutional legislation, which infringes upon the rights of the citizens to keep and bear arms under the Constitutions of the Commonwealth of Virginia (Article 1, § 13) and the United States (Amendment II), or which has the tendency to infringe upon or place any additional burdens on the right of law-abiding citizens to bear arms, may be introduced in the legislative sessions of the General Assembly of the Commonwealth of Virginia and/or the United States Congress; and,

WHEREAS, there is concern that unconstitutional or unlawful executive and administrative action or enactments, which infringe upon the rights of the citizens under the Constitutions of the Commonwealth of Virginia (Article 1, § 13) and the United States (Amendment II), or which have the tendency to infringe upon or place any additional burdens on the right of law-abiding citizens to bear arms, are being considered by the Governor of the Commonwealth of Virginia and/or the offices and agencies under his control.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Council of the Town of Amherst, meeting in regular session this 11th day of March, 2020:

1. As a body collective, the Council hereby affirms the Oath of Office pursuant to the Code of Virginia (1950), as amended, § 49-1 committing to support the Constitution of the United States, and the Constitution of the Commonwealth of Virginia, and to faithfully and impartially discharge all the duties incumbent upon the Council to the best of its ability;
2. The Town Council expresses its commitment by any and all legal means to Respect, Preserve, Uphold, and Enforce the Second Amendment of the Constitution of the United States and Article 1, § 13 of the Constitution of the Commonwealth of Virginia to the fullest extent permitted by law¹;
3. The Town Council urges the Virginia General Assembly, the United States Congress, and all agencies of the Commonwealth of Virginia and the United States Government vigilantly to preserve, uphold, and protect the rights of the citizens to keep and bear arms under the Constitutions of the Commonwealth of Virginia (Article 1, § 13) and the United States (Amendment II) by rejecting any law, regulation, or administrative action that may infringe, have the tendency to infringe, or place any additional burdens on the right of law-abiding citizens to bear arms;
4. The Town Council expresses its commitment to oppose unconstitutional and unlawful legislation and proposed restrictions that infringe upon the right of its citizens to keep and bear arms, or which have the tendency to infringe upon or place any additional burdens on the right of law-abiding citizens to bear arms, through any and all legal means, as may be expedient, including without limitation, court action;
5. The Town Council directs staff to forward a copy of this Resolution to the Town's elected representatives in the Virginia General Assembly and the United States Congress, and to the Governor of Virginia; and,
6. The Town Council hereby declares the Town of Amherst, Virginia a "Constitutional Town".

¹ Nothing herein this Resolution is intended to declare any intent or effectuate any act, present or prospective, by the Council or any Town officer or employee in contravention of law, including but not limited to Va. Code Ann., §15.2-915.

BY ORDER OF COUNCIL

D. Dwayne Tuggle, Mayor

ATTEST:

Vicki Hunt, Town Clerk

Town Manager's Report for the April 8, 2020 Town Council Meeting

Committee	Report
A. Industrial Development Authority	No meeting/no report
B. Planning Commission	No meeting/no report
C. Board of Zoning Appeals	No meeting/no report
D. Property Maintenance Investigation Board	No meeting/no report
E. Community Relations Committee	No meeting/no report
F. Finance Committee	Meeting held March 18, minutes attached
G. Utilities Committee	No meeting/no report
H. Town/Sweet Briar Sewer Use Advisory Commission	No meeting/no report
I. Lynchburg Regional Business Alliance	No meeting/no report
J. Central Virginia Planning District Commission	No meeting/no report
K. Amherst County Chamber of Commerce	Did not attend March meeting



AMHERST POLICE DEPARTMENT



MONTHLY REPORT

March 2020

Month:	SHIFT WORKING:
OFFICER:	VEHICLE:
MILEAGE START OF SHIFT:	MILEAGE END OF SHIFT:

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	15
ALARM	10
PHONE COMPLAINT	116
BOLO	19
MISSING PERSON	
SHOPLIFTING	
PROBLEM WITH OTHERS	2
DOMESTIC	
CHECK WELFARE	1
NOISE OR DOG COMPLAINT	
TRAFFIC CRASH	6
EMS CALLS	6
SUDDEN DEATH	
SUSPICIOUS PERSON	6
Calls at Ambriar	2
OTHER	35

OFFICER INITIATED	NUMBER
BUILDING CHECKS	195
BUSINESS VISIT	58
BUILDING SEARCH	3
TRAFFIC SUMMONS	34
DRUNK IN PUBLIC	
EXTRA PATROLS/ Parks	224/45
WARRANT SERVICE	9
PROPERTY WALK AROUNDS	67
WARRANTS OBTAINED	5
PARKING TICKETS	
MISD. INVESTIGATION	7
FELONY INVESTIGATION	2
NARCOTICS INV.	2
SEARCH WARRANT	
PUBLIC RELATIONS	3
CITIZEN CONTACT	144

WARNINGS	NUMBER
SPEEDING	5
EQUIPMENT VIOLATION	2
RECKLESS DRIVING	
SUSPENDED LICENSE	1
INSPECTION/REGISTRATION	2
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	3

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	22
EQUIPMENT VIOLATION	1
RECKLESS DRIVING	1
SUSPENDED LICENSE	1
INSPECTION/REGISTRATION	6
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	3

ARREST	NUMBER
MISDEMEANOR	10
FELONY	1
EPO/PPO	
ECO	
NARCOTICS VIOLATION	
DUI / DUID	1

OTHER	NUMBER
ASSIST OTHER OFFICER	14
ASSIST OTHER AGENCY	23
COURT	4
REPORTS	5
SCHOOL / TRAINING	7
MEETINGS	9
TOWED / IMPOUNDED VEH	



AMHERST POLICE DEPARTMENT

MONTHLY REPORT



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

Totals Calls for service- 189

Total miles patrolled-5,627

Worked on several project in the basement of the P.D.

Worked at the range.

Patrol rifle qualifications.

Working on new and old records.

Secured on internship from Liberty University.

Officer C. Martin and his wife welcomed a baby girl on 03-22-20.



TOWN OF AMHERST

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

To: Town Council
From: Tracie Wright
Date: April 1, 2020
Re: March 2020 Monthly Report

Utilities – 1162 bills were cut totaling \$176,559.18.

A/P – A total of 64 checks were cut totaling \$125,585 for March 2020 bills.

Meals and Beverage Tax – 13 Businesses paid \$40,258.58 in Meals and Beverage Tax for the month of February.

Taxes – As of March 31, 2020 we have a total of \$6,068.23 in outstanding 2019 bills. I completed my Bank Lien process and we did receive some response to those or either we directly received funds from the banks. Dee started the DMV Stop process for the citizens that we did not have bank information on.

Anyone whom had outstanding balances from prior years, and we were also unsuccessful in receiving funds by the Bank Lien process, were added to the Virginia State Debt Set-Off list in December. If anyone on this list is entitled to a State Tax refund will be flagged and the funds will come to the Town for payment instead of the individual as a refund. The Town does fall further down the list, with IRS debt or outstanding child support payments to receive the money first.

New Financial Software – Dee and I took part in a Kickoff Conference Call on March 31st. Edmunds will spend the next couple months configuring our data they received from the system and converting our financial information. For the first stage of this transition we are scheduled to do a live payroll with our first July 2020 payroll. After the financial side of the transition is complete, the utilities conversation will begin and will have an anticipated go live date of September 2020.

Business License – Vicki did put a notice on Facebook and our Website notifying businesses that penalties and interest had been delayed until after August 1st, 2020 for Business License Tax to help with the Coronavirus burden. At this time however, it looks like we are getting in several payments and applications along with 2019 tax information.

Upcoming Items –

- CIP Process
- Budget Process

Front Office – The Front Office is doing well with handling the office being closed during this time. Customers are understanding regarding making payments online, in our drop box or by mail. Dee and I are rotating our days depending on which one of us has duties to complete. On the days I am not here I am available by email and phone and trying my best to get my job duties done from home. We understand this is a different time and can be difficult if we allow it. I do believe I can speak for Dee as well during this time in thanking the Town and Council in the way they are handling this and supporting their employees at this time.

**CLERK OF COUNCIL REPORT
MARCH 2020**

COMMITTEE MEETINGS

Planning Commission

Receive and review agenda packet for 3-4-20 meeting; post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website

Town Council

Receive and review agenda packet for 3-11-20 meeting; post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website

Quorums: Planning Commission and Town Council meetings; Confirm/notify cancellation of meeting with member of Industrial Development Authority

TOWN WEBSITE DESIGN AND CONTENT MANAGEMENT

Administration of website generating and revising web pages; examining traffic through the site; design for overall look and feel of the site, including photos, color, graphics and layout; creating, editing, posting, updating, and occasionally cleaning up outdated content.

TOWN FACEBOOK ADMINISTRATOR

- Create content and/or design and post:
 - DMV Connect Flyer for March
 - Create Event - Celebrate Old Town Amherst Day with Info and Post
 - Create and Post Cancellation of Pancake Day
 - Post Cancellation of Celebrate Old Town Event with individual event updates
 - Create and Post Town Hall Closure to General Public and Business
- Share links to community events and news; Monitor feedback

FOIA

Receive and answer three (3) requests

CELEBRATE OLD TOWN AMHERST DAY

- Emails and Telephone conference with Women's Club; Emails with Mike Cargill, ACPS
- Finalize VDOT permit application forms; receive permit
- Miscellaneous emails re cancellation and confirmation; attention to detail

OTHER:

- Emails with David Woody re best practice for website broadcasting
- Research procedure; research electronic meeting procedure and best practice; attend webinars
- Prepare, send, post Legal Ads/Public Hearing Notice: Finance Committee Meeting 3/18/20; Town Council PH 4/8/20
- Prepare miscellaneous purchase orders

Town of Amherst Committees as of March 31, 2020 Update; See Attached.

Town of Amherst Committees as of March 31, 2020

Appointed/Term Expires

TOWN COUNCIL

D. Dwayne Tuggle, Mayor	01/01/19	12/31/22
Rachel A. Carton, Vice Mayor	01/01/19	12/31/20
Kenneth S. Watts	01/01/19	12/31/22
Sarah B. Ogden	01/01/19	12/31/20
Kenneth G. Bunch	01/01/19	12/31/20
Janice N. Wheaton	11/12/19	12/31/22

PLANNING COMMISSION

June Driskill, Chairperson	06/08/16	06/30/20
Janice N. Wheaton	12/11/10	12/31/20 (TC rep)
William Jones	07/01/10	06/30/23
Ted Finney	07/01/17	06/30/21
Kevin Belcher	07/01/18	06/30/22
Clifford Hart	07/01/19	06/30/23
Anne Webster Day	03/13/19	06/30/22

BOARD OF ZONING APPEALS

Gary Mays, Chairman	04/08/15	08/31/20
Ed Carton	09/01/19	08/31/24
Teresa Tatlock	07/10/16	08/31/21
Marvin Hensley	08/31/17	08/31/22
Kevin James Akershoek	09/01/18	08/31/23 Vacancy Advertised

INDUSTRIAL DEVELOPMENT AUTHORITY

Clifford Hart	09/01/19	08/31/23
Sharon Watts Turner	07/01/18	06/30/22
Gary Jennings	05/10/17	06/30/21
Jacob Bailey	06/08/16	06/30/20
Manly Rucker	05/10/17	06/30/21
Kim Odell Stein	07/11/18	06/30/22
Richard Wydner	07/01/19	06/30/23

PROPERTY MAINTENANCE INVESTIGATION BOARD

C. Manly Rucker, III	05/10/17	06/30/20
Bessie H. Kirkwood	07/01/18	06/30/21
Glenda Hash	06/08/16	06/30/20

REGION 2000 REGIONAL COMMISSION/MPO

D. Dwayne Tuggle	01/01/19	12/31/20
Sara Carter	01/01/19	12/31/20

Appointed/Term Expires

CENTRAL VIRGINIA TRANSPORTATION COUNCIL (MPO)

D. Dwayne Tuggle	01/01/19	12/31/20
Sara E. Carter	01/01/19	12/31/20

TOWN/SWEET BRIAR SEWER USE ADVISORY COMMISSION

Clifford Hart	01/01/19	12/31/20
Kenneth S. Watts	01/01/19	12/31/20

JOINT COMMITTEE ON COOPERATION

Kenneth S. Watts	01/01/19	12/31/20
Kenneth G. Bunch	01/01/19	12/31/20
Sarah B. Ogden	01/01/19	12/31/20

(3 Appointments from Amherst County)

TOWN COUNCIL COMMITTEES (FOR THE 01/01/19-12/31/20TERM)
--

FINANCE COMMITTEE

- Rachel A. Carton (Chairman) and Kenneth S. Watts
- Monitor the budget development process.
 - Review accounting procedures, budgets, and bookkeeping activities.
 - Interface with auditors.

COMMUNITY RELATIONS AND RECREATION COMMITTEE

- Sarah B. Ogden (Chairman) and Rachel A. Carton
- Monitor and review implementation of the Town's bike trails and public parks
 - Review the Town's beautification efforts and programs.
 - Interface with citizens, business operators, Sweet Briar College and VDOT

UTILITIES COMMITTEE

- Kenneth S. Watts (Chairman) and Kenneth G. Bunch
- Monitor the development and construction of capital improvement projects.
 - Review proposed utility system upgrades and extensions.
 - Interface and assist developers in coordinating Town policies with proposed new developments.

RECODIFICATION COMMITTEE

- Kenneth G. Bunch (Chairman) and Kenneth S. Watts
- Monitor the recodification of Town Code process
 - Review proposed proof and edits

AD HOC COMMITTEE – PERSONNEL PERFORMANCE EVALUATION FORMS

- Kenneth G. Bunch (Chairman) and Rachel A. Carton
- Review and make revisions to the Town's Personnel Employee Performance Evaluation and Employee Self-Performance Evaluation Forms edits

Utility/Town Maintenance and Construction Report

Mar-20

Water Meter Read	1150
Water Meter Re-Read	15
Disconnects	20
VA-811 Service locations	11
Vehicle PM Work Orders	26
Pump Station/Plant Work Orders	24
Banners Installed/Dismantled	1
Water Services Installed/Replaced	0
Sewer Services Installed/Replaced	0
Minor Leaks ks Repaired	2
Major Leaks Repaired	0
Minor Sewer Problems Resolved	5
Major Sewer Problems Resolved	1

10

Man Hours

Meter Reading	91
Street/Sidewalk Maintenance	331
Safety Training	3
Bush Hogging	0
Flushing Water	0
Equipment Maintenance	128
Xmas decorations	0

Major Issues & Comments

Routine/Annual Work

Projects/Unusual Work

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

MONTHLY PRODUCTION AND OPERATIONAL REPORT
 March -- 2020

SUBMITTED BY: GARY S. WILLIAMS,
 DIRECTOR OF PLANTS

SUBMISSION DATE: April 2, 2020

Grandview Water Filtration Plant,

Daily Water Withdrawal and Production:

	Total, million gallons	Average, million gallons	Max, million gallons	Min, million gallons
Raw Water	8.180	0.270	0.420	0.150
Produced	7.100	0.240	0.360	0.100
Delivered	6.790	0.230	0.360	0.070

Rutledge Creek Wastewater Treatment Plant,

Daily Received and Treated Waste Stream:

	Total, million gallons	Average, million gallons	Max, million gallons	Min, million gallons
Final Effluent	7.066	0.228	0.290	0.185

No reporting issues at either facility this month. Staff continues to prep and ready for any backlash that the current national emergency may impact the plants. Currently all is business as usual with an eye on the future.

W. THOMAS BERRY

ATTORNEY AT LAW

TAN BARK PROFESSIONAL BUILDING, COURT STREET
P.O. BOX 354 * 402 COURT STREET
LOVINGSTON, VIRGINIA 22949

W. THOMAS BERRY
KYLE D. HUGHES

OFFICE PHONE
434-263-4886
Fax: 434-263-4285

April 1, 2020

Town of Amherst
P.O. Box 280
Amherst, VA 24521

Attn: Sara Carter- Town Manager

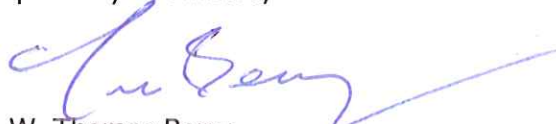
Re: Monthly Report to Town Council
(March 2020)

Dear Ms. Carter and Council,

My report on work regarding the following matters:

1. Town Council Meeting: Attendance at the monthly scheduled meeting on March 11, 2020.
2. Personnel: Review of Town of Amherst Police Department Policy and Procedure (ongoing).
3. Business:
 - A. Final preparation for Closing Slip Line Project
 - B. Franchise Tax
 - C. Various Ordinances/Charters
 - D. Operation of Government/Emergency
4. Upcoming Work:
 - A. Police Department policies
 - B. Town Park
 - C. Emergency Policy/Pandemic
 - D. Review Comprehensive Plan
 - E. Address upcoming County/Town planning
5. Access to Town Attorney: My email address is dawn@tomberryllaw.com. Please feel free to use this email access provided, and I will promptly return any communication. My home phone (434) 946-9501; office phone (434) 263-4886.

Respectfully Submitted,



W. Thomas Berry

WTB/dmc

W. THOMAS BERRY, LLC
 ATTORNEY-AT-LAW
 P.O. BOX 354/ 402 COURT STREET
 LOVINGSTON, VA 22949
 PHONE: (434) 263-4886

Invoice

Date	Invoice #
4/1/2020	9279

Bill To
Town of Amherst c/o Sara Carter P.O. Box 280 Amherst, VA 24521

Description	Qty	Rate	Terms
			Due on receipt
			Amount
3/10/2020 - REVIEW MONTHLY PACKAGE	1	175.00	175.00
3/11/2020 - MONTHLY MEETING	1.5	175.00	262.50
3/18/2020 - T/T LOCKABY ON BANK FRANCHISE TAX	1	175.00	175.00
3/18/2020 - MEMO TO TOWN	1.5	175.00	262.50
3/20/2020 - T/T TRACIE ON STATE OF EMERGENCY	1	175.00	175.00
3/23/2020 - TWO MEMOS - EMERGENCY	1	175.00	175.00
3/25/2020 - REVIEW VML	1	175.00	175.00
3/27/2020 - REVIEW GOVERNMENTAL EMERGENCY PROCEDURES	1	175.00	175.00
3/27/2020 - DOG ORDINANCE	1	175.00	175.00
Total			\$1,750.00
Payments/Credits			\$0.00
Balance Due			\$1,750.00

**FINANCE COMMITTEE
MINUTES**

March 18, 2020
5:15 PM

Attendees: Rachel Carton, Chairman and Ken Watts
Staff: Sara Carter and Tracie Wright

The meeting was called to order by Ms. Carton at 5:17 p.m.

Dave McCormack attended the meeting and discussed the financial impact of his proposed conservation easement with the committee.

The committee reviewed the proposed budget. They agreed that while there will need to be changes due to the financial impacts of the coronavirus, that the public hearing on the current proposed budget should be held. Revisions to the FY 21 financial projections and budget will be made in May, once some of the impacts are known.

The meeting adjourned at 6:00 p.m.

**PROCLAMATION
DECLARING A LOCAL DAY OF PRAYER
FOR TOWN OF AMHERST, VIRGINIA**

WHEREAS, the Governor of Virginia declared a state of emergency on March 12, 2020 and on March 13, 2020, the President of the United States declared a national emergency beginning March 1, 2020, due to the outbreak of COVID-19; and

WHEREAS, the Amherst Town Council recognizes the Declaration of Local Emergency made by the Amherst County Board of Supervisors on March 23, 2020, in preparation for and mitigation of the impacts of COVID-19 in Amherst; and

WHEREAS, more than 150 years ago, one of our greatest leaders, President Abraham Lincoln felt led by God to call this great nation and all who resided herein to seek the Lord in a day of prayer, fasting and humiliation, and subsequent Presidents of the United States and governors from around this country have honored that call and have made similar calls to prayer in times of great need and circumstance; and

WHEREAS, we as a Town have found ourselves in unprecedented times and now face unknown challenges and various threats to our health, economy and way of life, due to the potential permeation and spread of COVID-19 within our community, throughout the Commonwealth, the country and the world.

NOW, THEREFORE, I, D. Dwayne Tuggle, Mayor of the Town of Amherst do hereby proclaim April 10, 2020, Good Friday, to be a

DAY OF PRAYER

for the citizens of the Town of Amherst to collectively, in one accord, seek God's mercies, favor and grace upon our community in this time of monumental crises.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Amherst Town Council encourages all its citizens to voluntarily honor this Day of Prayer and fervently pray for our health, our economy, our Town, this nation, our leaders and all those affected by COVID-19 and our swift recovery.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of Amherst on this eighth day of April in the year of our Lord two thousand twenty.

D. Dwayne Tuggle Mayor

EMERGENCY ORDINANCE TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER.

WHEREAS, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic; and

WHEREAS, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and

WHEREAS, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive “any state requirement or regulation” as appropriate; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

WHEREAS, on March 23, 2020, the governing body of Amherst County, the Board of Supervisors, confirmed the declaration of local emergency made by the local director of emergency management; and

WHEREAS, the Board of Supervisors of Amherst County and the Town Council of the Town of Amherst finds that COVID-19 constitutes a real and substantial threat to public health and safety and constitutes a “disaster” as defined by Virginia Code §44-146.16 being a “communicable disease of public health threat;” and

WHEREAS, Virginia Code § 15.2-1413 provides that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months; and

WHEREAS, Virginia Code § 44-146.21(C) further provides that a local director of emergency management or any member of a governing body in his absence may upon the declaration of a local emergency “proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to performance of public work;” and

WHEREAS, Virginia Code § 2.2-3708.2(A)(3) allows, under certain procedural requirements including public notice and access, that members of Council may convene solely by electronic means “to address the emergency;” and

WHEREAS, the open public meeting requirements of the Virginia Freedom of Information Act (“FOIA”) are limited only by a properly claimed exemption provided under that Act or “any other statute;” and

WHEREAS, the Governor and Health Commissioner of the Commonwealth of Virginia and the President of the United States have recommended suspension of public gatherings of more than ten attendees; and

WHEREAS, The Attorney General of Virginia issued an opinion dated March 20, 2020 stating that localities have the authority during disasters to adopt ordinances to ensure the continuity of government; and

WHEREAS, this emergency ordinance in response to the disaster caused by the COVID-19 pandemic promotes public health, safety and welfare and is consistent with the law of the Commonwealth of Virginia, the Constitution of Virginia and the Constitution of the United States of America.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Amherst, Virginia:

1. That the COVID-19 pandemic makes it unsafe to assemble in one location a quorum for public bodies including the Town Council, the Planning Commission, Board of Zoning Appeals, Industrial Development Authority, and all local and regional boards, commissions, committees and authorities created by the Council or to which the Council appoints all or a portion of its members (collectively “Public Entities” and individually “Public Entity”), or for such Public Entities to conduct meetings in accordance with normal practices and procedures.
2. That in accordance with Virginia Code § 15.2-1413, and notwithstanding any contrary provision of law, general or special, the following emergency procedures are adopted to ensure the continuity of government during this emergency and disaster:
 - a. Any meeting or activities which require the physical presence of members of the Public Entities may be held through real time electronic means (including audio, telephonic, video or other practical electronic medium) without a quorum physically present in one location; and
 - b. Prior to holding any such electronic meeting, the Public Entity shall provide public notice of at least 3 days in advance of the electronic meeting identifying how the public may participate or otherwise offer comment; and
 - c. Any such electronic meeting of Public Entities shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance with this Ordinance; identify Public Entity members physically and/or electronically present; identify the persons responsible for receiving public comment; and identify notice of the opportunities for the public to access and participate in such electronic meeting; and
 - d. Any such electronic meeting of the Public Entities shall be open to electronic participation by the public and closed to in-person participation by the public; and
 - e. For any matters requiring a public hearing, public comment may be solicited by electronic means in advance and shall also be solicited through telephonic or other electronic means

during the course of the electronic meeting. All such public comments will be provided to members of the Public Entity at or before the electronic meeting and made part of the record for such meeting; and

- f. The minutes of all electronic meeting shall conform to the requirements of law, identify how the meeting was conducted, members participating, and specify what actions were taken at the meeting. The Public Entities may approve minutes of an electronic meeting at a subsequent electronic meeting and shall later approve all such minutes at a regular or special meeting after the emergency and disaster has ended.

IT IS FURTHER ORDAINED that notwithstanding any provision of law, regulation or policy to the contrary, any deadlines requiring action by a Public Entity, its officers (including Constitutional Officers) and employees of its organization shall be suspended during this emergency and disaster, however, the Public Entities, officers and employees thereof are encouraged to take such action as is practical and appropriate to meet those deadlines. Failure to meet any such deadlines shall not constitute a default, violation, approval, recommendation or otherwise.

IT IS FURTHER ORDAINED, that non-emergency public hearings and action items of Public Entities may be postponed to a date certain provided that public notice is given so that the public are aware of how and when to present their views.

IT IS FURTHER ORDAINED, that the provisions of this Emergency Ordinance shall remain in full force and effect for a period of 60 days, unless amended, rescinded or readopted by the Council in conformity with the notice provisions set forth in Virginia Code §15.2-1427 but in no event shall such ordinance be effective for more than 6 months. Upon rescission by the Council or automatic expiration as described herein, this emergency ordinance shall terminate and normal practices and procedures of government shall resume.

Nothing in this Emergency Ordinance shall prohibit Public Entities from holding in-person public meetings provided that public health and safety measures as well as social distancing are taken into consideration.

An emergency is deemed to exist, and this ordinance shall be effective upon its adoption.

ADOPTED by the _____ .

APPROVED

ATTEST:

APPROVED AS TO FORM:

RESOLUTION OF THE TOWN OF AMHERST

**AUTHORIZING THE ADOPTION OF PROCEDURES FOR ELECTRONIC PUBLIC MEETINGS
AND PUBLIC HEARINGS TO ENSURE THE CONTINUITY OF
GOVERNMENT DURING
THE COVID-19 PANDEMIC DISASTER**

WHEREAS, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic; and

WHEREAS, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and

WHEREAS, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive “any state requirement or regulation” as appropriate; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

WHEREAS, on March 23, 2020, the governing body of Amherst County (the Board of Supervisors) confirmed the declaration of local emergency made by the local director of emergency management, specifically finding that the COVID-19 Pandemic constitutes a “disaster” as defined in Virginia Code § 44-146.16, being a “communicable disease of public health threat”; and

WHEREAS, Virginia Code § 15.2-1413 provides that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months; and

WHEREAS, on April 8, 2020, the governing body of the Town of Amherst (the Town Council), pursuant to Virginia Code § 15.2-1413, adopted an Emergency Ordinance to Effectuate Temporary Changes in Certain Deadlines and to Modify Public Meeting and Public Hearing Practices and Procedures to Address Continuity of Operations Associated with Pandemic Disaster (“Emergency Ordinance”); and

WHEREAS, through its Emergency Ordinance, the Town Council specifically found that COVID-19 constitutes a real and substantial threat to public health and safety and constitutes a “disaster” as defined by Virginia Code § 44-146.16 being a “communicable disease of public health threat” and

WHEREAS, through its Emergency Ordinance, the Town Council further found that the COVID-19 pandemic makes it unsafe to assemble in one location a quorum for public bodies including the Town Council, the Planning Commission and all local and regional boards, commissions, committees and authorities created by the Town Council or to which the Town Council appoints all or a portion of its members (collectively “Public Entities” and individually “Public Entity”), or for such Public Entities to conduct meetings in accordance with normal practices and procedures; and

WHEREAS, through its Emergency Ordinance, the Town Council adopted certain procedures to ensure the continuity of government during the COVID-19 Pandemic disaster (“Continuity Procedures”), suspended any deadlines applicable to Public Entities and their staff during the COVID-19 disaster, and authorized Public Entities, at their discretion, to postpone non-emergency public hearings and action items during the disaster; and

NOW, THEREFORE, BE IT RESOLVED that the Town of Amherst Town Council hereby incorporates by reference and adopts the Continuity Procedures prescribed in the Emergency Ordinance, a copy of which is attached hereto; and

BE IT FURTHER RESOLVED that the Town of Amherst Town Council hereby authorizes and directs its officers and staff to take all steps reasonably necessary or appropriate to implement such Continuity Procedures and to develop any specific procedures as applicable and appropriate for the Town of Amherst, provided that such specific procedures are

consistent with the terms and conditions of the Emergency Ordinance; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption and shall remain in effect during the pendency of the Emergency Ordinance including for any applicable period upon the re-adoption of the Emergency Ordinance by Town Council.

ADOPTED by the _____ .

APPROVED

ATTEST:

APPROVED AS TO FORM:



TOWN OF AMHERST

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

To: Town Council
From: Tracie Wright
Date: March 31, 2020
Re: Guidance from Treasurer's Association of Virginia

Through the past several weeks The Treasurer's Association of Virginia's email forum has been very overwhelmed with questions, concerns and guidance on what all localities are facing as a result of the Coronavirus.

On March 31st the group held a Webinar with Treasurers across Virginia along with the Treasurer's group attorneys to discuss the different Codes of Virginia and what rights those Codes may give localities regarding moving due dates and delaying and payments or penalties.

Topics of discussion:

- **Meals and Lodging Tax:** The Treasurers across the State agree that no one should allow delay of Meals and Beverage or Lodging Tax. These taxes are collected on behalf of the Town on the receipts the businesses have already collected. Therefore, the businesses already have these fund in account to hand over. Anyone allowing an extension on these types of taxes would basically be loaning the businesses money during this time and that would set a type of precedent that would affect us later if any other type of problems should come up.
- **Utilities:** Due dates and penalties for utilities are mostly set by local policies, so these can be easily changed. Per a previous memo sent to Council from Ms. Carter, we are looking at forgoing cutoffs but still applying penalties and interest. This also seems to be the consensus with most Treasurers. The Treasurer Attorneys agree that we can choose not to advertise this change and that if we do advertise we are only opening ourselves up to customers who may take advantage of this situation. Considering that this is an ongoing issue and is getting worse instead of better as hoped, I would suggest we now forgo "cutoffs" until July and then reevaluate. Customers who do question the delay in cutoffs will be informed there will be no "reconnect fee" added to their account; however, penalties will continue to be added after the 20th of the month and once the Town decides to reimplement the cutoff process all unpaid previous balances will need to be paid or a regular payment arrangement will need to be put in place.

- **Business License Tax:** In the same Memo from Ms. Carter regarding utility cutoffs she mentioned that we would like to allow businesses until August 1st to pay their 2020 License Tax without any penalties or interest. The group attorneys mentioned yesterday that a change in due date for Business License Tax would require a change in a local ordinance and then another change once all of this was over. It was also mentioned that Virginia Code specifically states when penalties and interest should be added after a due date. The Code does have a section that allows the Treasurer to waive penalties and interest in the event of a medical condition as long as a good faith effort has been attempted on the part of the business. This seems to be the best option for localities during this pandemic. It is unlikely that at times like this any of this will be challenged.
- **Delinquent Collections:** As with most localities that participated yesterday, I have already started our delinquent collection process and Dee has already started to add DMV Stops to accounts. Therefore, for the Town, it's not much we can do at this point in regards to delinquent collections besides the relief we will implement going forward. However, considering that DMV has issued they will allow a 60 day extension on all expirations, our DMV Stop process should not cause a huge burden during this.
- **Personal Property and Real Estate Taxes:** Does not have any affect on the Town at this point.

The conclusion I have taken away from all of this for the Town of Amherst is that there is nothing the Council needs to do at this point. All of the changes that we hope to take place temporarily can be done through the office at your approval if you agree with all the highlighted bullet points.

Ms. Carter and I are continuing to take part in discussions and I am doing my best to keep up with all the discussions taking place in both the Treasurer group and the Virginia Local Finance Officer group regarding what can be done at this time and how it is affecting all localities. As always, we will keep you up to date.

Thank you.

Sec. 4.24 - Running at large.

During all months of the year, it shall be unlawful for the owner of any dog to permit his dog to run at large within the town.

For the purposes of this article running at large shall mean the act of roaming, running or self-hunting off the property of its owner or custodian and not under the immediate control of its owner or custodian.

Sec. 4.25 - Leash law.

(a) It shall be unlawful for the owner, custodian or any person having a dog in his possession to fail to keep and maintain the dog under restraint and control at all times off of the owner's property.

(b) For the purposes of this section, a dog is deemed under restraint and control only when:

(1) The dog is securely confined within a parked or moving motor vehicle; or

(2) The dog is properly confined within a secure enclosure with the permission of the owner of the property where the enclosure is located; or

(3) The dog is securely restrained by either a secure collar and leash, discernable voice command, or other device, not harmful to the dog, having a minimum tensile strength sufficiently in excess of that required to restrict the dog's movements to a radius of no more than three (3) feet of the person owning, having custody of or possessing the dog who shall be physically capable of restricting the dog's movements if the dog is on a sidewalk, street or parking area. Where there are no other dogs or people present, the dog may be within 50 feet of the custodian.

(c) This section shall not apply to any person whose dog is under the direct supervision while such dog is participating in a supervised dog show or exhibition, or in a formal dog obedience training class or program.

(Ord. of 6-18-92; Ord. of 7-14-92)

Sec. 4.26 - Unlawful to allow dogs to defecate on public or private property; exception.

It shall be unlawful for any owner or person in custody of a dog to knowingly or willfully allow the dog to defecate on public property or the private property of other persons without the consent of such persons except that defecation by a dog shall not constitute a violation of this section if the owner or person in custody of the dog immediately removes the material defecated and disposes of it in a safe and sanitary manner.

Sec. 4.27 - Violation of article.

Any violation of the provisions of this article shall constitute and be punishable as a Class 4 misdemeanor and incur a \$50 penalty.



TOWN OF AMHERST

Office of the Town Manager and Town Council

174 S. Main Street, Virginia 24572

Telephone (434) 946-7885

Fax - (434) 946-2087

PRIVACY POLICY AND TERMS OF USE

Adopted by Council: _____

Purpose:

The Town of Amherst welcomes and encourages the use of the Town of Amherst website. The purpose of this privacy policy is to disclose some or all of the ways that we gather, use, disclose, and manage, a user's data.

Definition:

Privacy Policy: A description of how companies use email addresses and other information they gather when online users chose to be included in requests for company information, newsletters, or third-party deals.

PRIVACY POLICY

This is the web site of The Town of Amherst, Virginia

Our postal address is:

Town of Amherst

174 S. Main Street

P. O. Box 280

Amherst, VA 24521

General

Thank you for visiting the Town of Amherst website and reviewing our privacy policy and terms of use. The purpose of this website is to provide information about the Town of Amherst operations and services to its citizens, visitors and businesses.

The public records held by the Town of Amherst, including information posted or submitted on the web site, are subject to the disclosure provisions of the Virginia Freedom of Information Act. See [Virginia Code](#) §§ 2.2-3700 *et seq.*

Except for statistical purposes, unless you voluntarily provide us with your email address or fill in a form with your personal identifiable information, you are anonymous. You do not have to give us your personal information to visit our site.

Cookies

The Town of Amherst uses cookies only for analysis of this website. No personal information about you is collected. A “cookie” is a file placed on your personal computer’s hard drive by a Web site that allows it to monitor your use of the site. This helps us monitor traffic to our site and keep track of the number of visits to help see which pages are the most popular and measure our user interest.

Information You Provide

The Town of Amherst will only use personal information you voluntarily provide us on-line to respond to you with the information for which you requested or to provide the product or service you have requested.

The Town of Amherst does not give, sell or transfer any personal information to a third party, except if required to do so by the Virginia Freedom of Information Act or other law.

Except where necessary to perform required duties, town employees are restricted to access to any personally identifiable information.

Third Party - Outside Link Disclaimer

The Town of Amherst web site includes links to other websites that Town of Amherst does not operate. These links are included for your reference and convenience only. Use of these links will cause you to leave the amherstva.gov website. The Town of Amherst accepts no liability for these outside sites and takes no responsibility for their content or policies. The Town of Amherst privacy policy does not extend to those sites when you choose to visit them. The Town encourages you to review the privacy policies of these parties before supplying identifiable personal information to them.

Children’s Privacy Protection

The Town of Amherst respects national and international laws, including the Children's On-line Privacy Protection Act ("COPPA"), which applies in the United States. Amherstva.gov is not directed to children under 13, and does not knowingly collect personal information from children.

Additional Information

The Town of Amherst reserves the right to amend our Privacy Policy and Terms of Use at its sole discretion and you will be subject to the most current policy and terms posted on the site at the time of your use of the site. This statement and the policies outlined herein are not intended to and do not give you any contractual or other legal rights.

Acceptance of Terms

By accessing this site, you agree to the Terms of Use.

If you do not agree to all of these terms, please log off of this web site immediately.