



BOARD OF SUPERVISORS MEETING  
MONDAY, MARCH 18, 2019  
6:30 PM

[Susan M. Adams](#), County Administrator

153A Morton Lane, Appomattox, VA 24522  
[www.AppomattoxCountyVA.gov](http://www.AppomattoxCountyVA.gov)

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## BOARD OF SUPERVISORS

Call to Order- Chairman Carter  
Handicap Accessibility Statement- Susan Adams, County Administrator  
Pledge of Allegiance  
Invocation - Supervisor Hogan  
Setting of Agenda

### CITIZEN PUBLIC COMMENT PERIOD

*This time is provided by the Board to allow citizens the opportunity to address the Board on issues of importance to the citizen. No individual citizen shall be permitted to address the Board for more than three (3) minutes.*

### APPEARANCES

*These scheduled times are provided by the Board to allow citizens and organizations outside the County Government to discuss matters of importance with the Board.*

1. [19-1090](#) **Mr. Galen R. Creekmore, CVEC Key Accounts & Member Engagement Representative**  
Mr. Galen Creekmore with CVEC has requested to appear before the Board to provide a quick update on the rural fiber broadband project that has begun in the County.  
Department: Board of Supervisors, Administration
2. [19-1091](#) **Ms. Robin Snyder, Superintendent Appomattox Court House National Historical Park**  
Ms. Robin Snyder, Superintendent of the Appomattox Court House National Historical Park, has requested to appear before the Board to provide an update on the Federal Lands Access Program grant funds and to gauge the County's interest in funding 1/2 (\$72,000) of the required 20% grant match in the FY 20 Budget. A couple of years ago, the Board of Supervisors and the Town Council each committed \$72,000 towards the required local match. Last year, the Board of Supervisors voted to not appropriate the \$72,000 funds in the FY 2019 budget because the County was and is not in a position to provide the services required to Administer the grant, no one had determined who would provide the trail maintenance services, a determination as to who would provide the additional matched funds if the scope of work should increase had not been identified, and explanation on how the final footprint of the trail in conjunction with the long term connectivity into the Town had not been addressed. Ms. Snyder has obtained pertinent information that should address the questions and/or concerns. If the Board approves the funding, a MOU will be developed to identify the assigned responsibilities.

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Department: Board of Supervisors, Administration  
Documents: [FLAP Application.pdf](#)

## ACTION ITEMS

3. [19-1095](#) **Appomattox Oyster & Seafood Festival - Special Event Application**

Attached for your review is a copy of the Special Event Application for the Appomattox Oyster & Seafood Festival to be held on April 13, 2019 at the Clover Hill Village facility. The event is sponsored by the Appomattox County Historical Society. There will be 4 local wineries, 2 breweries, 2 distilleries, 25 craft vendors and 4 food vendors at the event. Also, live music will be played by 4 bands. The event time is from 12:00 p.m. to 6:00 p.m. Admission fee is \$25.00 at the gate and \$15.00 in advance.

Note: The application has been approved by the Public Safety Director, Building Official/Fire Marshall, Sheriff, County Administrator and Zoning Administrator.

**Staff Recommendation: Approve the request for the Oyster & Seafood Festival Special Event Permit .**

Department: Board of Supervisors, Administration  
Documents: [Oyster & Seafood Festival Special Event Application.pdf](#)

4. [19-1101](#) **Fence-In/ Fence-Out Ordinance**

Attached for your review is a copy of the "proposed" Fence In/Fence Out Ordinance that you have reviewed and requested appropriate changes. If it is the Board's favor, please authorize staff to schedule and advertise a Public Hearing for Monday, April 15, 2019 at 7:00 pm.

Department: Board of Supervisors, Administration  
Documents: [Proposed Fence-In Ordinance.pdf](#)

## COMMITTEE APPOINTMENTS

5. [19-1092](#) **Economic Development Authority Board Appointment**

Attached is a letter from Ms. Taylor Bradshaw announcing her resignation from the Economic Development Authority Board, effective February 25, 2019.

**Staff Recommendation: Please consider the appointment of a representative to fill the unexpired term of Ms. Bradshaw, ending December 31, 2022.**

Department: Board of Supervisors, Administration

6. [19-1103](#) **Courtland Park Foundation Board Appointment**

Please consider an appointment to fill the vacant board position on the Courtland Park Foundation Board of Directors

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**Staff Recommendation: Appoint a Board member to replace Timothy Garrett on the Courtland Park Foundation Board of Directors. "All Directors shall serve for such term as directed by the Board of Supervisors".**

Department: Board of Supervisors, Administration

## **CONSENT AGENDA**

*The Consent Agenda includes approval of all Bills, Minutes, Supplemental Appropriations, Line Item Transfers, and Fund Transfers. Any item on the Consent Agenda shall be removed from the Consent Agenda at the request of any Board member prior to the vote on the Consent Agenda. Items removed from the Consent Agenda shall be considered by the Board individually in order in which they were removed from the Consent Agenda immediately following consideration of the Consent Agenda.*

7. [19-1079](#) **Invoices Submitted For Payment**

Please review the attached invoices and approve for payment:

March 7, 2019	\$38,223.27
March 15, 2019 - CSA	\$130,876.34
March 18, 2019	\$413,771.75
<b>TOTAL:</b>	<b>\$582,871.46</b>

**Staff Recommendation: Please review and consider approval of the attached invoices for payment.**

Department: Board of Supervisors, Administration  
Documents: [Invoice 3-7-2019.pdf](#), [Invoices-3-15-2019.pdf](#), [Invoices-3-18-2019.pdf](#)

8. [19-1104](#) **Minutes**

Please review the following DRAFT minutes for additions, corrections or questions:

Tuesday, January 22, 2019 - Organizational Meeting

Wednesday, February 13, 2019 - Work Session

Tuesday, February 19, 2019 - Scheduled Meeting

Wednesday, February 28, 2019 - Work Session

Department: Board of Supervisors, Administration  
Documents: [Organizational Meeting - 1-22-2019.docx](#), [Minutes-Budget Work Session 2-13-2019.docx](#), [Minutes-Scheduled Meeting 2-19-2019.docx](#), [Minutes-Budget Work Session-2-28-2019.docx](#)

9. [19-1080](#) **Department of Social Services**

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Please supplement by consent and appropriate the following:

5301-2002	VRS	\$10,265.58
5301-2006	Group Life	\$770.58
5301-2002	ICMA-RC	\$704.43
<b>TOTAL:</b>		<b>\$11,740.59</b>

RE: Reimbursement for February, 2019 payroll deductions.

**Staff Recommendation: No new local funds are required.**

Department: Board of Supervisors, Administration

10. [19-1081](#)

**J. Robert Jamerson Memorial Library**

Please supplement by consent and appropriate the following:

7301-5411	Books	\$245.75
7301-5401	Office Supplies	\$800.10
7301-5415	Summer Reading	\$758.00
<b>TOTAL:</b>		<b>\$1,803.85</b>

**Staff Recommendation: No new local funds are required.**

Department: Board of Supervisors, Administration

11. [19-1082](#)

**Sheriff's Department**

Please supplement by consent and appropriate the following:

3102-1002	Overtime	<b>\$832.41</b>
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RE: Reimbursement from the School Board for deputy to perform security at the Middle School for winter sports (\$264.33), and security at the High School (\$568.08).

**Staff Recommendation: No new local funds are required.**

Department: Board of Supervisors, Administration

12. [19-1083](#)

**Sheriff's Department**

Please supplement by consent and appropriate the following:

3106-5401	DARE	<b>\$900.00</b>
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RE: Donations for Sheriff's Night Out

**Staff Recommendation: No new local funds are required.**

Department: Board of Supervisors, Administration

13. [19-1084](#)

**Board of Supervisors - Retiree Benefits**

Please supplement by consent and appropriate the following:

1101-2006	Retiree Benefits	<b>\$2,184.00</b>
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RE: Payment received from employee who opted to receive COBRA benefits upon departure.

**Staff Recommendation: No new local funds are required.**

Department: Board of Supervisors, Administration

14. [19-1085](#)

**Building & Housing Department**

Please transfer by consent **\$5,774.38** from 1101-5804 Operating Reserve to 3401-5408 Vehicle Power Equipment Supplies.

RE: New motor for 2007 Ford truck driven by the Building Official.

**Staff Recommendation: Transfer the requested funds from 1101-5804 Operating Reserve to 3401-5408 Vehicle Power Equipment Supplies.**

Department: Board of Supervisors, Administration

15. [19-1086](#)

**Commonwealth's Attorney**

Please supplement by consent and appropriate the following:

2201-5401 Office Supplies **\$10.00**

RE: Reimbursement from the Commonwealth of Virginia for late fees paid to DMV.

**Staff Recommendation: No new local funds are required.**

Department: Board of Supervisors, Administration

16. [19-1087](#)

**Equipment for Courthouse**

Please transfer by consent **\$1,453.00** from the Courthouse Maintenance Fund to the General Fund and supplement to the following:

3102-7001 Equipment **\$1,453.00**

RE: Purchase of Cardiac AED's for Courthouse.

**Staff Recommendation: Transfer the requested funds from the Courthouse Maintenance Fund to the General Fund and supplement \$1,453.00 to 3102-7001.**

Department: Board of Supervisors, Administration

17. [19-1088](#)

**Commissioner of Revenue Refund Requests**

Mrs. Sara Henderson, Commissioner of the Revenue is requesting the following to be reimbursed in the amount of **\$628.44** from line item **1209-5803**.

1) Refund Joseph F. Gasior **\$387.76** for 2018 personal property taxes paid. He was assessed in another locality.

2) Refund Clyde Irvin Harvey, Sr. **\$43.55** for 2018 personal property taxes paid. He was assessed incorrectly for this item.

3) Refund Alice Rebecca Cragway **\$189.58** for 2018 personal property taxes paid. She was assessed in another locality.

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4) Refund Jeff Walston **\$7.55** for 2018 personal property taxes paid. He moved out of the state in 2015.

**Staff Recommendation: Please consider the Commissioner of Revenue's refund requests. A copy of the letter and explanation is attached for your review.**

Department: Board of Supervisors, Administration  
Documents: [Comissioner of Revenue Refund Requests.pdf](#)

18. [19-1094](#)

**Department of Social Services**

Please supplement by consent and appropriate the following:

5301-1001	Fund 15	<b>\$63,009.00</b>
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RE: Additional funding appropriated to the Social Services Operations Budget for Medicaid Expansion

Staff Recommendation: No new local funds are required.

Department: Board of Supervisors, Administration

19. [19-1096](#)

**E-911 Emergency Operations Center**

Please transfer by consent **\$89752.00** from the Wireless Fund and supplement to the following:

3606-7013	VDH Grant	\$60,692.00
3606-7012	PSAP Grant (New Cad)	\$29,060.00
	<b>TOTAL:</b>	<b>\$89,752.00</b>

RE: CAD Powerphone installation and training and the interface of PowerPhone to the Zuercher interface.

**Staff Recommendation: 1) Transfer the requested funds from the Wireless Fund and supplement \$60,692.00 to line item 3606-7013, VDH Grant. These funds will be reimbursed through the VDH Grant and deposited back into the Wireless Fund. 2) Transfer \$29,060.00 from the Wireless Fund to the General Fund and supplement to line item 3606-7012, PSAP Grant (New CAD).**

Department: Board of Supervisors, Administration

20. [19-1097](#)

**Appomattox County School Board**

Please supplement by consent and appropriate the following:

6101-1001	Education Total School Budget	\$112,239.44
6101-3002	Cafeteria Budget	\$3,000.00
	<b>TOTAL:</b>	<b>\$115,239.44</b>

RE: Additional Federal funding award.

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**Staff Recommendation: No new local funds are required. Supplement by consent \$112,239.44 to 6101-1001 and 6101-3002.**

Department: Board of Supervisors, Administration

21. [19-1098](#)

**Circuit Court - Law Library**

Please transfer by consent **\$469.00** from the Law Library Fund to the General Fund and supplement the following:

2101-5804 Law Library **\$469.00**

RE: Purchase of law books by the Circuit Court Clerk for the Law Library.

**Staff Recommendation: Transfer requested funds from the Law Library to the General Fund and supplement \$469.00 to 2101-5804.**

Department: Board of Supervisors, Administration

22. [19-1105](#)

**Financial Software**

Please transfer by consent **\$54,425.00** from 1101-5804 Operating Reserve to 1220-4001 Computer Software.

RE: Funds will be utilized to for the purchase and installation of the RDA Financial Software.

**Staff Recommendation: Transfer requested funds \$54,425.00 from 1101-5804 Operating Reserve to 1220-4001 Computer Software.**

Department: Board of Supervisors, Administration

23. [19-1100](#)

**Appomattox County School Board**

Please transfer by consent **\$33,134.00** from Fund 1 ( Education Total School Budget) to Fund 2 (Cafeteria Budget).

RE: These funds were appropriated in July to Fund 1 and Dr. Bennett is requesting that they be moved to Fund 2 since they should be reflected in the Cafeteria budget.

**Staff Recommendation: No new local funds. Transfer requested funds \$33,134.00 from the Education Total School Budget and move to the Cafeteria Budget.**

Department: Board of Supervisors, Administration

**ITEMS REMOVED FROM CONSENT**

**ATTORNEY'S REPORT**

**ADMINISTRATOR'S REPORT**

**REPORTS AND INFORMATIONAL ITEMS**

24. [19-1093](#)

**Robert E. Lee Soil & Water Conservation District  
At-Large Director Vacancy**



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Attached for your review is email from Julie M. Stratton of the Robert E. Lee SWCD notifying the County of a At-Large Director vacancy. They are currently recruiting candidates to fill the position.

Department: Board of Supervisors, Administration  
Documents: [Robert E Lee Soil Water Conservation District At Large Director Vacancy.pdf](#)

25. [19-1089](#) **Robert E. Lee Soil & Water Conservation District Board of Directors Meeting**

Attached for your review is a copy of the January 24, 2019 monthly Board of Directors meeting minutes from the Robert E. Lee Soil & Water Conservation District.

Department: Board of Supervisors, Administration  
Documents: [Robert E Lee Soil & Water Conservation Dept Report.pdf](#)

26. [19-1106](#) **Parks, Recreation & Tourism**

Attached for your review is a copy of the monthly report from Anne Dixon, Tourism Director.

Department: Board of Supervisors, Administration  
Documents: [Parks Recreation and Tourism Dept. Report.pdf](#)

27. [19-1099](#) **School - February Financial Report**

Attached for your review is the February 2019 Financial Report from Dr. Bennett, Division Superintendent and Bruce McMillan, Director of Finance.

Department: Board of Supervisors, Administration  
Documents: [ACPS- February 2019 financial Report.pdf](#)

28. [19-1102](#) **Appomattox County Board of Supervisors Remote Participation Policy**

Attached for your review is a copy of the Board of Supervisors Remote Participation Policy.

Department: Board of Supervisors, Administration  
Documents: [Remote Participation Policy.pdf](#)

## **SUPERVISOR CONCERNS**

*This time is for individual Board members to share information with other members of the Board and the public. Items presented under this heading requiring action will be for a future meeting agenda or to request additional information from staff members. No item presented under this heading shall be acted upon at this meeting without the unanimous consensus of the Board.*

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**CLOSED SESSION**

**UPCOMING MEETINGS**

**Thursday, March 28, 2019 @ 6:00 PM**

Budget Work Session  
County Administration Conference Room  
153A Morton Lane, Appomattox, Virginia

**Monday, April 15, 2019 @ 6:30 PM**

Regular Scheduled Meeting  
Board of Supervisors Meeting Room  
171 Price Lane, Appomattox, Virginia

**ADJOURNMENT**