



BOARD OF SUPERVISORS MEETING  
MONDAY, APRIL 15, 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 Millner  
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. [19-1120](#)      **Steven Wampler, Wampler-Eanes Assessment**  
In 2018 and through the RFP process, the County solicited proposals for Re-Assessment services and contracted with Wampler-Eanes to perform the County's required 6-year reassessment. Mr. Steven Wampler is appearing before the Board to provide a status update on the findings of the sales study and other data that the company utilizes to perform the reassessment of County properties.  
Department:                      Board of Supervisors, Administration
  
2. [19-1129](#)      **Robert E. Lee Soil & Water Conservation District - Mr. Jonathan Wooldridge**  
The Board requested to receive an update from the Robert E. Lee Soil & Water Conservation District. Mr. Jonathan Wooldridge is present to provide an update on the agency's activities and how the County's contribution is utilized.  
  
Department:                      Board of Supervisors, Administration
  
3. [19-1124](#)      **Appomattox Tourism Committee - Don Jones, Chairman & Anne Dixon**  
Mr. Don Jones, Chairman of the Appomattox Tourism Committee and Anne Dixon, Parks & Recreation/Tourism Director have requested to appear before the Board to provide an update on past and present activities. Additionally, the Board had requested that Ms. Dixon provide an update on the County Department's activities.  
**STAFF RECOMMENDATION:** Consider Appomattox Tourism Committee's \$7500 request to be included in the FY 2020 budget.  
  
Department:                      Board of Supervisors, Administration

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4. [19-1127](#) **Railroad Festival Committee - Dr. Paul Harvey**  
Dr. Paul Havey has requested to appear before the Board to provide an update on the Railroad Festival committee.  
Department: Board of Supervisors, Administration
5. [19-1130](#) **Captain Channing Harrison, Pamplin EMS**  
The Board requested at the work session that Mr. Bill Hogan invite Captain Channing Harrison to appear before the Board and provide a current status update on the Pamplin EMS and their request for the FY 2020 funding.  
Department: Board of Supervisors, Administration
6. [19-1126](#) **Appomattox Volunteer Rescue Squad - Mrs. Susan Walton**  
Department: Board of Supervisors, Administration
7. [19-1125](#) **Appomattox Department of Social Services - Mr. Brad Burdette, Director**  
Mr. Brad Burdette, Director of the Appomattox Department of Social Services has requested to appear before the Board to discuss and request an appropriation of \$67,599.00. During the FY 2019 budget process, the local request for funds was not received from Social Services but was stated by Mr. Burdette at the Budget Work Session that Social Services was not requesting an increase and only asking for level funding. County Staff prepared Social Services budget based on the amount shown on the State report for local funding, which was \$67,599 less than was budgeted in FY 2018. Social Services staff realized this last month and submitted a request to the County for these additional funds that were budgeted in FY2018 and not recognized in the FY 2019 budget.  
Please supplement by consent and appropriate the following:  
5301-1001 Fund 15 **\$67,599.00**  
RE: Social Services Local Funding Request  
**Staff Recommendation: Consider appropriation of local funds in the amount of \$67,599 to equalize level funding from FY 2018 to FY 2019.**  
Department: Board of Supervisors, Administration

#### **PUBLIC HEARING (7:00 PM)**

8. [19-1139](#) **Public Hearing-Amendments to the Zoning Ordinance, Section 19.6-34-Violations of the Zoning Ordinance; notice of violation**  
A public hearing has been scheduled to receive public comment on a proposed amendment to Section 19.6-34 of the Zoning Ordinance dealing with violations of the ordinance and creating Section 19.6-34.1-Civil Penalties and Section 19.6-34.2 Criminal Penalties.  
Department: Board of Supervisors, Administration  
Documents: [Summary Amendment Civil Penalties.pdf](#)

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**ACTION ITEMS**9. [19-1123](#)**Federal Lands Access Program (FLAP) Grant**

Robin Snyder, NPS and Don Austin, VDOT appeared before the Board in March to request the County's re-consideration to provide a \$72,000 local funding match in order to proceed with the FLAP trail connector project between the American Civil War Museum and the National Park Service. Mr. Austin suggested that a funding commitment prior to May 1st would be helpful so that he could request a grant extension. If the Board commits to provide the \$72,000 local match funds in the FY 2020 budget, staff recommends designating the funds from the current FY 2019 budget and carrying forward to the FY 2020 budget to be disbursed after the FLAP Grant Memorandum of Agreement is received.

**STAFF RECOMMENDATION: Consideration to approve the requested \$72,000 local match funds to the FLAP grant project. These funds can be designated to the FLAP Project out of the current FY 2019 budget, carried forward to the FY 2020 and disbursed to VDOT, Project Fiscal Agent after the signed MOA is received by the County.**

Department: Board of Supervisors, Administration

10. [19-1128](#)**Fence In Ordinance - Mr. Tom Lachney, County Attorney**

Mr. Tom Lachney, County Attorney is prepared to discuss changes to the Fence In Ordinance with the Board.

**STAFF RECOMMENDATION: Consider scheduling a Public Hearing on Monday, May 20, 2019 at 7:00 pm to receive public comments on the "proposed" Fence In ordinance.**

Department: Board of Supervisors, Administration

11. [19-1140](#)**Consideration of Proposed Amendments to the Zoning Ordinance-Section 19.6-34 Violations of the Zoning Ordinance; notice of violation**

A public hearing has been held and comments received concerning the amendments to the Zoning Ordinance. An ordinance has been prepared for your consideration. At their February 13, 2019 meeting, the Planning Commission voted unanimously to recommend approval of the amendments.

Department: Board of Supervisors, Administration

Documents: [Civil Penalties BoS Ordinance.pdf](#)

12. [19-1143](#)**Special Meeting - Budget Approval**

A Public Hearing is scheduled for Thursday, April 25th at 6:30 pm to receive public comments on the "proposed" FY 2020 budget, as advertised.

**STAFF RECOMMENDATION: Schedule a special meeting after May 2nd to vote on the "proposed" FY 2020 Budget.**

Department: Board of Supervisors, Administration

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- Documents: [FY20 Budget Synopsis.pdf](#)
13. [19-1144](#) **Joint Meeting w School Board**
- A joint meeting with the School Board was tentatively scheduled for Monday, April 29th. Due to conflicting schedules, Dr. Bennett and I are coordinating another time for the Board of Supervisors and School Board to meet and discuss the Textbook Fund and CIP policies and how the school should proceed with its end of the year requests.
- STAFF RECOMMENDATION: Suggested dates for the Joint Meeting with the School Board in May or June so that staff can coordinate with Dr. Bennett.**
- Department: Board of Supervisors, Administration

### COMMITTEE APPOINTMENTS

14. [19-1131](#) **Courtland Park Foundation Board Appointment**
- Mr. Timmy Garrett's term on the Courtland Foundation Board of Directors has expired and Mr. Garrett doesn't wish to serve for another term. Attached for your review is a letter from Mr. Gary Shanaberger, Town Manager, recommending Mary Lou Spiggle as the Town Representative to serve on the Courtland Park Foundation Board of Directors.
- Staff Recommendation: Consider the appointment of Ms. Mary Lou Spiggle as the Town Representative to serve on the Courtland Park Foundation Board of Directors.**
- Department: Board of Supervisors, Administration
- Documents: [letter- Town of Appomattox.pdf](#)
15. [19-1132](#) **Central Virginia Alliance for Community Living Committee Appointment**
- Attached for your review is a letter from Ms. June Chenault announcing her resignation from the Central Virginia Alliance for Community Living as a representative for Appomattox County, effective immediately.
- Staff Recommendation: Please consider the appointment of a representative to fill this vacancy.**
- Department: Board of Supervisors, Administration
- Documents: [letter- June Chenault.pdf](#)

### 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.*

16. [19-1111](#) **Invoices Submitted For Payment**

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Please review the attached invoices and approve for payment:

April 5, 2019	\$57,016.67
April 12, 2019 - CSA	\$164,583.11
April 15, 2019	\$405,582.72
<b>TOTAL:</b>	<b>\$627,182.50</b>

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

Department: Board of Supervisors, Administration

Documents: [Invoices 4-5-2019.pdf](#), [Invoices 4-12-2019.pdf](#), [Invoices 4-15-2019.pdf](#)

17. [19-1148](#)

**Minutes**

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

Thursday, March 14, 2019 - Joint Meeting with School Board

Thursday, March 14, 2019- Budget Work Session

Monday, March 18, 2019- Scheduled Meeting

Thursday, March 28, 2019- Budget Work Session

Department: Board of Supervisors, Administration

Documents: [Minutes-Joint Meeting with School Board- 3-14-2019.docx](#), [Minutes-Work Session-3-14-2019.docx](#), [Minutes-Scheduled Meeting 3-18-2019.docx](#), [Minutes-Work Session-3-28-2019.docx](#)

18. [19-1112](#)

**Department of Social Services**

Please supplement by consent and appropriate the following:

5301-2002	VRS	\$9,823.71
5301-2006	Group Life	\$735.65
5301-2002	ICMA-RC	\$651.09
<b>TOTAL:</b>		<b>\$11,210.45</b>

RE: Reimbursement for March, 2019 payroll deductions.

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

Department: Board of Supervisors, Administration

19. [19-1113](#)

**J. Robert Jamerson Memorial Library**

Please supplement by consent and appropriate the following:

7301-5411	Books	\$235.23
7301-5401	Office Supplies	\$773.75
7301-5415	Summer Reading	\$100.00
<b>TOTAL:</b>		<b>\$1,068.98</b>

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- Staff Recommendation: No new local funds are required.**  
 Department: Board of Supervisors, Administration
20. [19-1115](#) **Sheriff's Department**  
 Please supplement by consent and appropriate the following:
- |               |                         |                    |
|---------------|-------------------------|--------------------|
| 3102-1002     | Overtime                | \$1,175.88         |
| 3102-7001     | Equipment               | \$900.00           |
| 3102-1007     | Traffic Safety Overtime | \$14,000.00        |
| <b>TOTAL:</b> |                         | <b>\$16,075.88</b> |
- RE: Reimbursement from the School Board for deputy to perform security at the High School (\$1,175.88); Donation from Spout Spring Ruritan Club to purchase (3) AED units for Sheriff's Department (\$900.00); October 2018 through March 2018 fines & forfeitures General District Court collections (\$14,000.00)
- Staff Recommendation: No new local funds are required.**  
 Department: Board of Supervisors, Administration
21. [19-1114](#) **Sheriff's Department**  
 Please supplement by consent and appropriate the following:
- |           |      |                   |
|-----------|------|-------------------|
| 3106-5401 | DARE | <b>\$1,130.00</b> |
|-----------|------|-------------------|
- RE: Donations for Sheriff's Night Out
- Staff Recommendation: No new local funds are required.**  
 Department: Board of Supervisors, Administration
22. [19-1116](#) **Board of Supervisors - Operating Reserve**  
 Please supplement by consent and appropriate the following:
- |           |                   |                   |
|-----------|-------------------|-------------------|
| 1101-5804 | Operating Reserve | <b>\$1,500.00</b> |
|-----------|-------------------|-------------------|
- RE: Reimbursement from Lynchburg Humane Society for animal shelter penalty.
- Staff Recommendation: No new local funds are required.**  
 Department: Board of Supervisors, Administration
23. [19-1117](#) **General Properties**  
 Please supplement by consent and appropriate the following:
- |           |                     |                   |
|-----------|---------------------|-------------------|
| 4302-3004 | Repairs/Maintenance | <b>\$1,200.00</b> |
|-----------|---------------------|-------------------|
- RE: Reimbursment from Progressive Insurance Company for damages to Animal Shelter by an automobile.
- Staff Recommendation: No new local funds are required.**  
 Department: Board of Supervisors, Administration
24. [19-1118](#) **Commissioner of Revenue Refund Requests**
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Mrs. Sara Henderson, Commissioner of the Revenue is requesting the following to be reimbursed in the amount of **\$2,044.46** from line item **1209-5803**.

1) Refund Daniel Parker **\$129.88** for 2018 personal property taxes paid. Vehicle is assessed in Bedford County.

2) Refund Kenneth Jenkins **\$39.18** for 2018 personal property taxes paid. Vehicle was sold in 2017 per paperwork provided.

3) Refund Evan M. Davis **\$1,040.06** for 2017 & 2018 real estate taxes paid. He qualifies for disable veteran tax exemption.

4) Refund Hometown Pharmacy LLC **\$173.16** for 2017 & 2018 personal property taxes paid. Equipment was reported incorrectly (cost).

5) Refund Gregory Davis **\$65.54** for 2018 personal property taxes paid. Vehicle was sold in 2017 per paperwork provided.

6) Refund Preston D. Agalzoff **\$596.64** for 2018 personal property taxes paid. Vehicle is assessed in Halifax County.

**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

25. [19-1141](#)

**Clerk of the Circuit Court**

Please supplement by consent and appropriate the following:

2106-3010 Data Processing **\$7,500.00**

RE: Funds to be reimbursed to the County from the State Technology Trust Funds for Supreme Court of Virginia online hosting, maintenance and technical services beginning 7-1-19 thru 6-30-20 (\$7,000.00); and Supreme Court of Virginia case imaging system beginning 1-1-20 thru 6-30-20 (\$500.00).

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

Department: Board of Supervisors, Administration

26. [19-1142](#)

**Circuit Court - Law Library**

Please transfer by consent **\$864.31** from the Law Library Fund to the General Fund and supplement the following:

2101-5804 Law Library **\$864.31**

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

**Staff Recommendation: Transfer requested funds from the Law Library and supplement \$864.31 to 2101-5804.**

Department: Board of Supervisors, Administration

**ITEMS REMOVED FROM CONSENT**



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## ATTORNEY'S REPORT

27. [19-1121](#) **Interim Commonwealth's Attorney**

Appomattox County's current Commonwealth's Attorney, Darrel Puckett, will take the bench as one of the newly appointed General District Court Judges in the 10th Judicial District. Mr. Puckett has relinquished his official responsibilities of the Commonwealth's Attorney to his Deputy, Leslie M. Fleet. Effective June 1st, Mr. Fleet will need to be appointed as the Interim Commonwealth's Attorney to fill the unexpired term of office, ending December 31, 2019. The Board of Supervisors needs to authorize the County Attorney to file a petition to the Circuit Court to enter an order holding that no special election be held to fill the remaining term of the Commonwealth's Attorney upon his resignation, May 31, 2019.

**STAFF RECOMMENDATION: Authorize the County Attorney to file a petition to the Circuit Court requesting to enter an order holding that no special election be held to fill the unexpired term of the Commonwealth's Attorney.**

Department: Board of Supervisors, Administration

## ADMINISTRATOR'S REPORT

### REPORTS AND INFORMATIONAL ITEMS

28. [19-1119](#) **Robert E. Lee Soil & Water Conservation District Board of Directors Meeting**

Attached for your review is a copy of the February 28, 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 and Water Conservation.pdf](#)

29. [19-1145](#) **Letter from Alice Gillette, Treasurer**

Attached for your review is a letter from the Treasurer, Alice Gillette, informing the County of her intent to not seek re-election in November.

Department: Board of Supervisors, Administration

Documents: [letter- Alice Gillette.pdf](#)

30. [19-1146](#) **Animal Control - Compliment Letters**

Attached for your review are two emails complimenting the County's Animal Control Officer, Kayla Marshall, for her expertise and professionalism.

Department: Board of Supervisors, Administration

Documents: [Animal Control.pdf](#)

31. [19-1147](#) **Delinquent Tax Status Report - Sands Anderson**

Attached for your review is the status report on delinquent tax parcels as of March 31, 2019 from Sands Anderson.

Department: Board of Supervisors, Administration

Documents: [Delinquent Tax Status Report.pdf](#)

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## **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.*

## **CLOSED SESSION**

## **UPCOMING MEETINGS**

**Thursday, April 25, 2019 @ 6:30 PM**

Public Hearing on FY-20 Proposed Budget

Board of Supervisors Meeting room

171 Price Lane, Appomattox, Virginia

**Monday, May 20, 2019 @ 6:30 PM**

Scheduled Meeting

Board of Supervisors Meeting Room

171 Price Lane, Appomattox, Virginia

## **ADJOURNMENT**