



BOARD OF SUPERVISORS MEETING  
MONDAY, OCTOBER 21, 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 M. Adams, County Administrator  
Pledge of Allegiance  
Invocation -Chairman Carter  
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. [19-1317](#)      **Resolution in Honor of Ronald C. Spiggle**  
Mr. Ronald C. Spiggle, native of Appomattox County and former Board of Supervisor member, has served a lifetime of outstanding public service to the citizens of Appomattox County, the Town of Appomattox, and the Central Virginia region. He has also been a positive role model and statewide advocate for the Appomattox Community.  
**Staff Recommendation: Adopt the attached resolution recognizing Mr. Ronald C. Spiggle for his many years of outstanding service.**  
Department:                      Board of Supervisors, Administration  
Documents:                      [Resolution Honoring Ronald C Spiggle.pdf](#)
2. [19-1324](#)      **Mr. Mark Thomas, Southside Electric Cooperative**  
Staff requested that Mr. Mark Thomas appear before the Board to provide an update on Southside Electric Cooperative's broadband Study findings and the Coop's intent to provide the services to their customers in Appomattox.  
Department:                      Board of Supervisors, Administration
3. [19-1319](#)      **Ms. Megan Lucas, CEO & Chief Economic Development Officer - Lynchburg Regional Business Alliance**  
Ms. Megan Lucas, CEO & Chief Economic Development Officer, Lynchburg Regional Business Alliance, has requested to appear before the Board to provide an update on the Alliance's services and to discuss the County's annual funding.  
  
Department:                      Board of Supervisors, Administration

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**ACTION ITEMS**4. [19-1323](#)**Holiday Lake 4-H Educational Center Support Resolution**

Attached for your review and consideration is a letter from Preston Wilson, President/CEO of the Holiday Lake 4-H Educational Center requesting the Board to adopt the attached resolution to support their quest for funding from the Commonwealth of Virginia for essential capital safety improvement projects in the amount of \$332,000.

**Staff Recommendation: Consider adoption of the attached support resolution for the Holiday Lake 4-H Educational Center.**

Department: Board of Supervisors, Administration

Documents: [letter - Holiday Lake 4-H Educational Center.pdf](#),  
[Resolution Holiday Lake 4H Educational Center.pdf](#)

5. [19-1329](#)**Commissioner of Revenue Refund Requests**

Mrs. Sara Henderson, Commissioner of the Revenue is requesting the following to be paid from line item 1209-5803:

1) Refund John H. Simmons \$3,834.13 for real estate taxes paid. He qualifies for the Veteran's Exemption.

2) Refund John Salley Jr. \$4,100.43 for real estate taxes paid. He qualifies for the Veteran's Exemption.

**Staff Recommendation: Approve the refund requests submitted from the Commissioner of Revenue for John Simmons \$3,834.13 and John Salley \$4,100.43 and supplement \$7,934.56 to 1209-5803. No new local funds are required.**

Department: Board of Supervisors, Administration

Documents: [Refund Request.pdf](#)

6. [19-1315](#)**Victim/Witness Assistance Program - Maryanne Freshwater, VW Advocate**

Attached for your review is an overview of the Appomattox County Victim/Witness Assistance Program. Also attached for your review is a Proclamation to adopt proclaiming October as Domestic Violence Awareness Month, and an invitation to join the YWCA of Central VA and Appomattox County Victim Witness Program on October 24th, 6:30 - 7:30 p.m., at the United Methodist Church for a Domestic Violence Candlelight Vigil.

**Staff Recommendation: Please adopt the attached Domestic Violence Awareness Month Proclamation urging all citizens to actively participate in the scheduled activities and programs sponsored by the YWCA Domestic Violence Prevention Center and Appomattox County Victim Witness Assistance Program to work towards the elimination of domestic violence.**

Department: Board of Supervisors, Administration

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Documents: [Domestic Violence Awareness Month.pdf](#)

7. [19-1321](#) **Board of Equalization Info**

At the July 15, 2019 meeting, staff notified the Board to be ready to appoint Board of Equalization members.

Appoint up to five (5) members to serve on the Board of Equalization. Members should be broadly representative of the community. And at least 30% of the appointed members must be commercial or residential real estate appraisers. Other real estate professionals, builders, developers, legal or financial professionals, and at least one such member shall sit in on all cases involving commercial, industrial or multi-family residential properties. Statue provides for alternate Board members to be appointed. Board of Equalization training is set for Tuesday, November 12th from 9:00 a.m. to 12:00 p.m. in the Administration Office conference room.

**Staff Recommendation: Appoint up to five (5) members to serve on the Board of Equalization.**

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.*

8. [19-1309](#) **Invoices Submitted For Payment**

Please review the attached invoices and approve for payment:

October 7, 2019	\$53,680.98
October 18, 2019 - CSA	\$144,814.09
October 21, 2019	\$501,733.97
<b>TOTAL:</b>	<b>\$700,229.04</b>

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

Department: Board of Supervisors, Administration

Documents: [Invoices 10072019.pdf](#), [Invoices CSA 10182019.pdf](#),  
[Invoices 10212019.pdf](#)

9. [19-1341](#) **Minutes**

Please review the following DRAFT minutes for approval:

Monday, September 16, 2019, Scheduled Meeting

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Department: Board of Supervisors, Administration  
Documents: [Minutes-Scheduled Meeting - 9-16-2019.docx](#)

10. [19-1322](#)

**Social Services Carry Forward Fund Request**

Mr. Brad Burdette, Director of Social Services has requested to Carry Forward FY 2019 local funds in the amount of \$47,749.74 to the Department's FY 2020 budget. These funds had been previously requested and the Board requested staff to ask Mr. Burdette if they could be used toward future construction. Mr. Burdette previously felt as if they could and since that time, the caseload has increased and he is requesting these FY 2019 leftover funds be carried forward to purchase the vehicle. Additionally, the phone system needed repair and it was determined that the equipment is old and needs to be replaced.

**Staff Recommendation: Consider Mr. Burdette's request to Carry Forward FY 2019 local funds in the amount of \$47,749.74 and supplement by consent \$47,749.74 to 5301-1001 in the FY 2020 budget.**

Department: Board of Supervisors, Administration  
Documents: [Social Services Carry Forward Request.pdf](#)

11. [19-1330](#)

**DMV Traffic Control Grant Carry Over Funds**

Please supplement by consent and appropriate the following Carry Over funds from the FY 2019 Operating Budget to the FY 2020 Operating Budget:

3101-1004	Overtime	\$9,987.18
3101-2001	FICA	\$774.07
3101-7001	Equipment	\$5,000.00
	<b>TOTAL:</b>	<b>\$15,761.25</b>

**Staff Recommendation: No new local funds are required. The funds are carried over annually because of the Federal Grant year overlap.**

Department: Board of Supervisors, Administration

12. [19-1331](#)

**Sheriff's Department Carry Over Funds**

Please supplement by consent and appropriate the following Carry Over funds from the FY 2019 Operating Budget to the FY 2020 Operating Budget:

3102-1007	Traffic Safety OT	\$13,376.05
3102-5804	TRIAD	\$460.02
	<b>TOTAL:</b>	<b>\$13,836.07</b>

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

Department: Board of Supervisors, Administration

13. [19-1332](#)

**D.A.R.E. Carry Over Funds**

Please supplement by consent and appropriate the following Carry Over funds from the FY 2019 Operating Budget to the FY 2020 Operating Budget:

3105-5401	DARE	<b>\$1,235.12</b>
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**Staff Recommendation: No new local funds are required. Balance of funds from donations received.**

Department: Board of Supervisors, Administration

14. [19-1333](#)

**Animal Control Donations Carry Over Funds**

Please supplement by consent and appropriate the following Carry Over funds from the FY 2019 Operating Budget to the FY 2020 Operating Budget:

3501-5804	Donations	<b>\$2,349.00</b>
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**Staff Recommendation: No new local funds are required. Donations received for Animal Control activities.**

Department: Board of Supervisors, Administration

15. [19-1334](#)

**E-911 Carry Over Funds**

Please supplement by consent and appropriate the following Carry Over funds from the FY 2019 Operating Budget to the FY 2020 Operating Budget:

3606-7011	PSAP Grant	<b>\$1,098.80</b>
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Staff Recommendation: No new local funds are required. Remaining grant funds to be expended.

Department: Board of Supervisors, Administration

16. [19-1335](#)

**CDBG Carry Over Funds**

Please supplement by consent and appropriate the following Carry Over funds from the FY 2019 Operating Budget to the FY 2020 Operating Budget:

8101-3002	Professional Services	\$32,656.00
8101-3009	Local Gov't Council	\$24,316.50
8101-3010	Construction	\$370,381.60
8101-5899	Non/CDBG Leverage	\$6,507.50
	<b>TOTAL:</b>	<b>\$433,861.60</b>

**Staff Recommendation: No new local funds are required. Remaining grant funds to be expended.**

Department: Board of Supervisors, Administration

17. [19-1336](#)

**Sports Complex Carry Over Funds**

Please supplement by consent and appropriate the following Carry Over funds from the FY 2019 Operating Budget to the FY 2020 Operating Budget:

7101-7001	Equip/Youth Association	<b>\$3,667.75</b>
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**Staff Recommendation: No new local funds are required. These funds are carried forward annually to fund sport equipment requests at the Sports Complex.**

Department: Board of Supervisors, Administration

18. [19-1337](#)

**Capital Projects Carry Over Funds**

Please supplement by consent and appropriate the following Carry Over funds from the FY 2019 Operating Budget to the FY 2020 Operating Budget:

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9104-7014 Capital Projects **\$200,000.00**

**Staff Recommendation: No new local funds. Staff is requesting these funds be carried forward to the FY 2020 budget to support pending projects at the Courthouse.**

Department: Board of Supervisors, Administration

19. [19-1338](#)

**School Appropriation Request**

Dr. Annette Bennett, Superintendent submitted an appropriations request for the following:

Fund 3	School Capital Improvement Fund	\$246,973.13
Fund 6	School Textbook Fund	\$267,786.76
	<b>TOTAL:</b>	<b>\$514,759.89</b>

Note: Last year, Dr. Bennett submitted a request for the School's Textbook Fund and the School's Capital Improvement Fund to be re-appropriated to their FY 2019 budget. Board action "designated" the funds to these accounts requiring "project" expenditure specific request for these funds be requested to the Board of Supervisors for appropriation. The School Board eliminated a FY2018 Special Projects carry forward fund of \$118,559 and transferred the funds to the FY2019 School Capital Improvement Fund. An additional \$150,000 was transferred from the FY 2018 School Operating Fund to the FY 2019 School Textbook Fund, which are shown on the appropriation request of \$514,759.89. During the FY 2019 budget year, \$12,359 was expended from the School CIP fund and \$305,574.82 from the School Textbook fund. Dr. Bennett is requesting that these be appropriated to the School CIP and Textbook funds in the FY 2020 budget.

**STAFF RECOMMENDATION:** Consider Dr. Bennett's request to appropriate \$246,973.13 to the School Capital Improvement Fund and \$267,786.76 to the School Textbook Fund and be utilized for expenditures complying with the Textbook Fund and School CIP Fund policies that were adopted by both Boards.

Department: Board of Supervisors, Administration

Documents: [ACPS - ReAppropriation Request.pdf](#)

20. [19-1339](#)

**Circuit Court - Law Library**

Please transfer by consent from the Law Library Fund to the General Fund and supplement the following:

2101-5804	Law Library	\$469.00
		\$523.61
	<b>TOTAL:</b>	<b>\$992.61</b>

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

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

Department: Board of Supervisors, Administration

21. [19-1340](#)

**Community of Candles Decorations**

Please supplement by consent and appropriate the following:

1101-5601	Community of Candles (Decorations)	<b>\$1,500.00</b>
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RE: Grant funds received from Walmart for Community of Candles decorations.

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

Department: Board of Supervisors, Administration

22. [19-1310](#)

**Department of Social Services**

Please supplement by consent and appropriate the following:

5301-2002	VRS	\$11,199.82
5301-2006	Group Life	\$848.16
5301-2002	ICMA-RC	\$1,038.22
	<b>TOTAL:</b>	<b>\$13,086.20</b>

RE: Reimbursement for September, 2019 payroll deductions.

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

Department: Board of Supervisors, Administration

23. [19-1311](#)

**General Properties - Maintenance**

Please supplement by consent and appropriate the following:

4302-3004	Repairs/Maintenance	<b>\$126.08</b>
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RE: Reimbursement from Courtland Park Foundation for purchase of wall cabinets.

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

Department: Board of Supervisors, Administration

24. [19-1312](#)

**Courthouse Maintenance Fund**

Please transfer by consent from the Courthouse Maintenance Fund to the General Fund and supplement the following:

4302-3004	Repairs/Maintenance	<b>\$868.40</b>
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RE: Purchase of work chair by Wilson Staples for the Courthouse security desk.

**Staff Recommendation: Transfer requested funds from the Courthouse Maintenance Fund to the General Fund and supplement to 4302-3004.**

Department: Board of Supervisors, Administration

25. [19-1313](#)

**J. Robert Jamerson Memorial Library**

Please supplement by consent and appropriate the following:

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7301-5411	Books	\$87.50
7301-5401	Office Supplies	\$889.60
7301-5415	Summer Reading	\$26.75
<b>TOTAL:</b>		<b>\$1,003.85</b>

Staff Recommendation: No new local funds are required.

Department: Board of Supervisors, Administration

26. [19-1314](#)

**Sheriff's Department**

Please supplement by consent and appropriate the following:

3102-1002	Overtime	\$138.88
3102-5504	Dues/Memberships	\$125.00
3102-1007	Traffic Safety Overtime	\$12,000.00
3102-5403	Canine Supplies	\$50.00
<b>TOTAL:</b>		<b>\$12,313.88</b>

RE: Reimbursement from Appomattox Middle School for security performed by one deputy (\$138.88); Reimbursement from Barry Letterman for spouse to attend Sheriff's Conference (\$125.00); Fine revenues from April 2019 through September 2019 (\$12,000.00); Donation from Appomattox County Schools for K-9 program (\$50.00).

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

Department: Board of Supervisors, Administration

**ITEMS REMOVED FROM CONSENT  
ATTORNEY'S REPORT**

27. [19-1320](#)

**County Waste Host Agreement - Ratification of Signature**

The Board approved the Host Agreement at the September meeting and authorized the County Administrator to sign the final document. Mr. Lacheney, County Attorney, is prepared to discuss the final version of the Host Agreement and requests Board action to ratify the signature.

**STAFF RECOMMENDATION:** After discussion, a motion is in order to ratify the County Administrator's signature.

Department: Board of Supervisors, Administration

**ADMINISTRATOR'S REPORT**

**REPORTS AND INFORMATIONAL ITEMS**

28. [19-1326](#)

**Commonwealth of Virginia Department of Transportation - 2019 Fall Transportation Meetings**

Attached for your review is a letter and list of transportation meetings from the Commonwealth Transportation Board. They will conduct nine public meetings

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across the state beginning in October 2019 to give stakeholders the opportunity to review and provide comments on transportation projects and priorities.

Department: Board of Supervisors, Administration  
Documents: [2019 Fall Transportation Meeting.pdf](#)

29. [19-1328](#)

**School - September 2019 Financial Reports**

Attached for your review is the September, 2019 month-end financial report from Dr. Bennett, Division Superintendent and Bruce McMillan, Director of Finance.

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

30. [19-1316](#)

**Robert E. Lee Soil & Water Conservation District Board of Directors Meeting**

Attached for your review is a copy of the August 22, 2019 monthly Board of Directors meeting minutes from the Robert E. Lee Soil & Water Conservation District.

Department: Board of Supervisors, Administration  
Documents: [R E Lee Soil and Water Conservation.pdf](#)

31. [19-1342](#)

**Virginia Victim Assistance Network & Homicide Survivor Support Group**

Attached for your review is a press release from the Virginia Victim Assistance Network announcing September 25, 2019 as the 12th annual observance of the National Day of Remembrance for Murder Victims (NDoR). Homicide Survivor Support groups are held locally at the Oak Tree Wellness Facility in Appomattox facilitated by Joy Bagby, LPC. The group welcomes adults that have lost loved ones as a result of homicide. For more information about the Support group, contact Mary Anne Freshwater, Director of the Appomattox County Victim Witness Program at 434-352-7791.

Department: Board of Supervisors, Administration  
Documents: [Virginia Victim Assistance Network .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.*

**CLOSED SESSION**

**UPCOMING MEETINGS**

**Thursday, November 7, 2019 @ 5:30 PM**  
Joint Meeting and Dinner with School Board

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Appomattox County High School  
198 Evergreen Ave., Appomattox, Virginia

**Monday, November 18, 2019 @ 6:30 PM**

Regular Scheduled Meeting

Board of Supervisors Meeting Room

171 Price Lane, Appomattox, Virginia

## **ADJOURNMENT**