



BOARD OF SUPERVISORS MEETING  
TUESDAY, JANUARY 21, 2020  
6:00 PM

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

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

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**WORK SESSION - 6:00 P.M.**

1. [20-1443](#) **Mr. Tom Lacheney, County Attorney**  
Mr. Lacheney, County Attorney will provide an overview of Robert's Rules of Order, Board of Supervisors Bylaws and Rules of Procedures, and the Board of Supervisor's Remote Participation Policy. *(Mr. Lacheney is prepared to discuss how to make changes to the Board's Bylaws and Rules of Procedures per discussion at the Organizational Meeting).*  
Department: Board of Supervisors, Administration  
Suggested Actions: No Suggested Action

**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.*

2. [20-1430](#) **J. Robert Jamerson Memorial Library - Ms. Diana Harvey, Director**  
Ms. Diana Harvey, Director of the J. Robert Jamerson Memorial Library, has requested to appear before the Board to provide an update on the Library Services and employee compensation.  
  
Department: Board of Supervisors, Administration  
Suggested Actions: No Suggested Action
3. [20-1441](#) **Mr. Les Fleet, Commonwealth's Attorney**  
Mr. Les Fleet, Appomattox County Commonwealth's Attorney, has requested to appear before the Board to request additional departmental funding for five (5) employee cell work phones.  
**STAFF RECOMMENDATION:** Consider approval of supplemental funds to be appropriated to the Commonwealth's Attorney's FY20 Department 2201 budget to fund five (5) employee cell work phones.

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Department: Board of Supervisors, Administration  
Suggested Actions: Approve Recommendation

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

4. [20-1422](#)

**Public Hearing\_RZ190804-Shelia M. Roper, Trustee**

**RZ190804-Shelia M. Roper, Trustee (property owner)**, has requested to rezone property from B-1, General Commercial Zoning District to A-1, Agricultural Zoning District on property located off Richmond Highway (Route 460) and Wades Lane, east of Mountain Cut Road, in the Evergreen area. The parcel totals 3 acres and is identified as Tax Map Identification Number 77 (A) 45. The property is designated as part of the Richmond Highway Eastern Commercial Corridor by the 2016 Comprehensive Plan.

Department: Board of Supervisors, Administration  
Suggested Actions: Approve Recommendation  
Documents: [RZ190804 Packet Jan BoS.pdf](#)

5. [20-1424](#)

**Public Hearing-CUP190811-Emmette Drinkard/US Cellular**

**CUP190811-Emmette Drinkard (property owner), US Cellular/Emilee Lauer (applicant/agent)**, has requested a Conditional Use Permit to locate a 164 foot tall wireless communication facility (WCF) on property located off Piney Mountain Road (Route 608), near the intersection of Oakville Road in the Oakville area. The parcel totals 73.7 acres and is identified as Tax Map Identification Number 38 (4) E. The WCF lease area (approximately 10,000 sf) will be located approximately 936 feet south of Piney Mountain Road. The property is zoned A-1, Agricultural Zoning District and is designated as Rural Preservation Area (RPA) by the Comprehensive Plan.

Department: Board of Supervisors, Administration  
Suggested Actions: Approve Recommendation  
Documents: [CUP190811 Packet Jan BoS.pdf](#)

6. [20-1426](#)

**Public Hearing-CUP190812-Jeffery Carwile/US Cellular**

**CUP190812-Jeffery Carwile (property owner), US Cellular/Emilee Lauer (applicant/agent)**, has requested a Conditional Use Permit to locate a 159 foot tall wireless communication facility (WCF) on property located off Hancock Road (Route 644), near the intersection of Berry Lane and Central Church Road in the Chap area. The parcel totals 7.84 acres and is identified as Tax Map Identification Number 107 (15) 6. The WCF lease area (approximately 10,000 sf) will be located approximately 430 feet south of Hancock Road. The property is zoned A-1, Agricultural Zoning District and is designated as Rural Preservation Area (RPA) by the Comprehensive Plan.

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Department: Board of Supervisors, Administration  
Suggested Actions: Approve Recommendation  
Documents: [CUP190812 Packet Jan BoS.pdf](#)

**ACTION ITEMS**

7. [20-1433](#) **MOU Agreements with Constitutional Officers**

Attached for your review are the Memorandum of Understanding Agreements between the Commissioner of Revenue, Treasurer, Sheriff and the Board of Supervisors, effective January 1, 2020. The Commonwealth's Attorney and Clerk of Circuit Court have not currently opted-in on the agreement and will continue to operate pursuant to VA Code sections 15.2-1605, 15.2-1517, 2.2-3300.

**STAFF RECOMMENDATION:** Accept the MOU authorize the Chairman to sign the agreements from the Commissioner of Revenue, Treasurer, and Sheriff.

Department: Board of Supervisors, Administration  
Suggested Actions: Approve Recommendation  
Documents: [Agreement Constitutional Officers.pdf](#)

8. [20-1445](#) **Letter of Support - Abandonment Primary Frontage on Route 1013**

Attached for your review and approval is a letter from Kimberly R. McMahan, Area Land Use Engineer with the Department of Transportation in reference to COJANA, LLC request to abandon and vacate the right of way for State Primary Frontage Route 1013. Only one property owner has access to the frontage route and currently the road has physically been removed. VDOT has reviewed and finds no issues with the abandonment and is requesting the Board's approval of this State Primary change to the state system.

**STAFF RECOMMENDATION: Consider approval of the request from VDOT to abandon the 1013 Road Frontage as indicated on the attached map and authorize staff to send a Letter of Support per VDOT's requirement. Ms. McMahan communicated to staff that COJANA, LLC has purchased all of the property surrounding the road frontage that was initially put in place when a couple of trailers were located in the area. Since the construction of the Appomattox Inn & Suites, all of the surrounding area is vacated and owned by the COJANA, LLC group and no reason for the road frontage entrance exists.**

Department: Board of Supervisors, Administration  
Suggested Actions: Approve Recommendation  
Documents: [Intent to Abandon Primary Frontage Route 1013.pdf](#)

9. [20-1446](#) **2020 Board of Supervisor Meeting Calendar**

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Please review the attached calendar and instruct staff if changes should be made. If the Board agrees with the information, please adopt the 2020 Board Meeting calendar and authorize staff to post and advertise in the paper.

Department: Board of Supervisors, Administration  
Suggested Actions: Approve Recommendation  
Documents: [2020 Meeting Calendar.pdf](#)

10. [20-1447](#)

**FY-21 Budget Calendar**

Please review the "draft" Board of Supervisors Budget Work Session Calendar. If the Board accepts the calendar or suggests changes, please approve the calendar for publication.

Department: Board of Supervisors, Administration  
Suggested Actions: No Suggested Action  
Documents: [FY-21 Budget Calendar.pdf](#)

11. [20-1440](#)

**Appomattox County School Choice Week Resolution**

Attached for your review is a resolution recognizing January 26, 2020 thru February 1, 2020 as Appomattox County School Choice Week. School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options.

**STAFF RECOMMENDATION: Mr. Hinkle, Falling River District, requested the attached School Choice Week resolution be placed on the agenda for the Board's consideration for adoption. After review, please consider adoption of the attached resolution recognizing January 26, 2020 thru February 1, 2020 as Appomattox County School Choice Week.**

Department: Board of Supervisors, Administration  
Suggested Actions: Approve Recommendation  
Documents: [Appomattox County School Choice Week Resolution.pdf](#)

12. [20-1423](#)

**Consideration-RZ190804-Shelia M. Roper, Trustee**

Following a public hearing and receiving comments, if any, staff has prepared an ordinance, in accordance with the Planning Commission's recommendation, for your consideration. The Planning Commission recommended approval of the petition to rezone the property from B-1, General Business to A-1, Agricultural.

Department: Board of Supervisors, Administration  
Suggested Actions: Approve Recommendation  
Documents: [BoS appl Ordinance.pdf](#)

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13. [20-1425](#) **Consideration-CUP190811-Emmette Drinkard/US Cellular**  
Following a public hearing and receiving comments, if any, staff has prepared a resolution, in accordance with the Planning Commission's recommendation, for your consideration. The Planning Commission recommended approval of the petition with conditions.  
Department: Board of Supervisors, Administration  
Suggested Actions: Approve Recommendation  
Documents: [Resolution PC Recommendation.pdf](#)
14. [20-1427](#) **Consideration-CUP190812-Jeffery Carwile/US Cellular**  
Following a public hearing and receiving comments, if any, staff has prepared a resolution, in accordance with the Planning Commission's recommendation, for your consideration. The Planning Commission voted to recommend approval of the petition with conditions.  
Department: Board of Supervisors, Administration  
Suggested Actions: Approve Recommendation  
Documents: [Resolution PC Recommendation.pdf](#)
15. [20-1436](#) **Scheduling of Public Hearing-CUP190852-William Alvis/Verizon Wireless**  
Please schedule a public hearing to receive comments for the Conditional Use Permit petition, CUP190852-William Alvis/Verizon Wireless at the regular meeting of the Board of Supervisors in February. This petition is for a proposed Wireless Communications Facility (199' in height) to be located on Trinity Road near the intersection of Vineyard Road in the Concord area.  
Department: Board of Supervisors, Administration  
Suggested Actions: Approve Recommendation
16. [20-1434](#) **Proposed Amendments to the Zoning Ordinance**  
Please find attached a packet containing several proposed changes to the Zoning Ordinance. The Planning Commission has recommended approval of these changes and the Board of Supervisors has previously set a public hearing for the February regular meeting to receive comments.  
Department: Board of Supervisors, Administration  
Suggested Actions: Approve Recommendation  
Documents: [Zoning Ord Amendments 2020 package BoS Janinfo.pdf](#)
17. [20-1435](#) **Proposed Amendment to the Comprehensive Plan**  
Please find attached a resolution adopted by the Planning Commission supporting a proposed amendment to the Comprehensive Plan. The Board of Supervisors has previously scheduled a public hearing on this change for the February regular meeting.  
Department: Board of Supervisors, Administration  
Suggested Actions: Approve Recommendation  
Documents: [Res Amendment Utility Scale Solar signed.pdf](#)
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## COMMITTEE APPOINTMENTS

### 18. [20-1437](#) EDA Committee Appointments

Please consider the appointment of (3) representatives to fill the vacated positions listed below:

1) Appointment to fill the vacancy of James Searcy for a 4-year term, (January 2020 - December 2023).

2) Appointment to fill the unexpired term of Buddy Connor, (January 2020 - December 2020). Mr. Conner has moved to Forest, Virginia.

3) Appointment to fill the unexpired term of David Moody, (January 2020 - December 2020). Mr. Moody submitted his letter of resignation.

**Staff Recommendation: Appoint (3) representatives to fill Mr. Searcy's, Mr. Connor's, and Mr. Moody's vacated positions on the EDA.**

Department: Board of Supervisors, Administration

Suggested Actions: Approve Recommendation

## 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.*

### 19. [20-1416](#) Invoices Submitted For Payment

Please review the attached invoices and approve for payment:

January 6, 2020	\$38,684.96
January 16, 2020 - CSA	\$168,056.95
January 21, 2020	\$233,265.64
<b>TOTAL:</b>	<b>\$440,007.55</b>

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

Department: Board of Supervisors, Administration

Suggested Actions: Approve Recommendation

Documents: [January 6, 2020 Invoices.pdf](#), [January 16, 2020 CSA Invoices.pdf](#), [January 21, 2020 Invoices.pdf](#)

### 20. [20-1448](#) Minutes

Please review the following DRAFT minutes for approval:

Monday, December 16, 2019, Scheduled Meeting

Thursday, January 2, 2020, Organizational Meeting

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Department: Board of Supervisors, Administration  
Suggested Actions: No Suggested Action  
Documents: [December 16, 2019 Minutes.pdf](#), [January 2, 2020 Minutes.pdf](#)

21. [20-1417](#)

**Department of Social Services**

Please supplement by consent and appropriate the following:

5301-2002	VRS	\$11,964.04
5301-2006	Group Life	\$911.77
5301-2002	ICMA-RC	\$1229.42
<b>TOTAL:</b>		<b>\$14,105.23</b>

Reimbursement for December, 2019 payroll deductions.

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

Department: Board of Supervisors, Administration  
Suggested Actions: Approve Recommendation

22. [20-1418](#)

**J. Robert Jamerson Memorial Library**

Please supplement by consent and appropriate the following:

7301-5411	Books	\$181.24
7301-5401	Office Supplies	\$634.75
7301-5415	Summer Reading	\$29.50
<b>TOTAL:</b>		<b>\$845.49</b>

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

Department: Board of Supervisors, Administration  
Suggested Actions: Approve Recommendation

23. [20-1421](#)

**Commonwealth Attorney**

Please supplement by consent and appropriate the following:

2201-5504	Travel (Convention/Education)	<b>\$460.79</b>
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RE: Reimbursement from Virginia Criminal Justice Foundation, (Grant training funds) for staff member to attend out-of-state training course.

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

Department: Board of Supervisors, Administration  
Suggested Actions: Approve Recommendation

24. [20-1419](#)

**Sheriff's Department**

Please supplement by consent and appropriate the following:

3102-1002	Overtime	<b>\$1,364.81</b>
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RE: Reimbursement from School Board for security performed by one deputy at the Schools.

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

Department: Board of Supervisors, Administration

Suggested Actions: Approve Recommendation

25. [20-1420](#)

**Commissioner of Revenue Benefits**

Please supplement by consent and appropriate the following:

1209-1001 Salaries & Wages **\$150.00**

RE: Reimbursement to employee for payroll error, County HR Department was not notified of closed employee account.

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

Department: Board of Supervisors, Administration

Suggested Actions: Approve Recommendation

26. [20-1429](#)

**Appomattox Volunteer Fire Department**

Please transfer by consent **\$1,605.47** from 1101-5804 Operating Reserve to 3201-7004 AVFD Truck.

RE: Additional funds required to payoff Appomattox County Volunteer Fire Department Pumper truck.

**Staff Recommendation: Transfer \$1,605.47 from 1101-5804 Operating Reserve to 3201-7004 AVFD Truck. During the FY 20 budget cycle process, the County was given a payoff of \$38,056 for the Appomattox Volunteer Fire Department Pumper vehicle. Appomattox County agreed to finance the vehicle in 2012 for an 8-year term; total costs \$389,661.47, with FY20 being the last payment in the amount of \$39,661.47; the additional supplemental fund request to this line item is requested because \$38,056 was appropriated to the FY 20 budget.**

Department: Board of Supervisors, Administration

Suggested Actions: Approve Recommendation

27. [20-1428](#)

**Animal Control**

Please transfer by consent **\$4,018.00** from 1101-5804 Operating Reserve to 3501-2005 Blue Cross.

RE: Employee Health Insurance

**Staff Recommendation: Transfer the requested funds from 1101-5804 Operating Reserve to 3501-2005 Blue Cross to supplement the Health Insurance line item for the newly hired Animal Control Officer.**

Department: Board of Supervisors, Administration

Suggested Actions: Approve Recommendation

28. [20-1442](#)

**Circuit Court - Law Library**

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

2101-5804 Law Library **\$1,336.28**

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 to 2101-5804.**

Department: Board of Supervisors, Administration

Suggested Actions: Approve Recommendation

#### ITEMS REMOVED FROM CONSENT

#### ATTORNEY'S REPORT

#### ADMINISTRATOR'S REPORT

#### REPORTS AND INFORMATIONAL ITEMS

29. [20-1431](#)

##### **VACo/VML/VAPDC Local Government Day**

VACo/VML/VAPDC Local Government Day will be held on Thursday, February 6, 2020. Governor Ralph Northam has been invited to speak at noon. In addition, VACo and VML staff will provide legislative reports on the major issues facing localities in the 2020 General Assembly session. Attendees will spend the afternoon meeting and advocating with their General Assembly representatives. A reception will be held at 5:30 p.m. for VACo members and state legislators. If you wish to attend, please advise staff to complete the registration process.

Department: Board of Supervisors, Administration

Suggested Actions: No Suggested Action

30. [20-1432](#)

##### **Turnover Audit December 31, 2019 - Treasurer's Office**

Attached for your review is a letter from Martha S. Mavredes, Auditor of Public Accounts for the Commonwealth of Virginia, reporting that the Commonwealth's assets of Alice Gillette, Treasurer of the County of Appomattox were audited and turned over to the incoming Treasurer, Victoria Phelps on December 31, 2019, and presented fairly, in all material respects.

Additionally, the County Auditing Firm, Robinson, Farmer, and Cox Associates, performed a turnover audit of local funds on Thursday, January 2, 2020. The funds were audited and successfully turned over to the incoming Treasurer, Victoria Phelps.

Department: Board of Supervisors, Administration

Suggested Actions: No Suggested Action

Documents: [Examination of Commonwealth Revenues.pdf](#)

31. [20-1438](#)

##### **School - December 2019 Financial Report**

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

Department: Board of Supervisors, Administration  
Suggested Actions: No Suggested Action  
Documents: [December 2019 School Financial Report.pdf](#)

32. [20-1439](#) **Appomattox County School Board - 2020 Meeting Calendar**

Attached for your review is the a copy of the "adopted" Appomattox County School Board 2020 Meeting Calendar. Please note that Thursday, February 13, 2020 and Thursday, November 5, 2020 are joint meetings with the Board of Supervisors and the School Board and is included on the Appomattox County Board of Supervisor meeting calendar.

Department: Board of Supervisors, Administration  
Suggested Actions: No Suggested Action  
Documents: [School Board 2020 Meeting Calendar.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, February 6, 2020 @ 12:00 PM**  
VACo/VML/VAPDC Local Government Day  
Omni Richmond Hotel  
100 S 12th Street, Richmond, Virginia

**Tuesday, February 18, 2020 @ 6:00 PM**  
Work Session/Regular Scheduled Meeting  
Board of Supervisors Meeting Room  
171 Price Lane, Appomattox, Virginia

**ADJOURNMENT**