



BOARD OF SUPERVISORS MEETING  
MONDAY, OCTOBER 19, 2020  
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  
Pledge of Allegiance  
Invocation - Mr. Abbitt  
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. [20-1730](#)      **Recognition of Sara Henderson, Commissioner of Revenue**  
Ms. Sara Henderson notified staff that she received the Sam T. Barfield Excellence Award at the virtual Conference of the Commissioner of the Revenue Association. Mr. Tommy Blackwell, Commissioner of the Revenue in Essex County is attending the meeting to recognize Mrs. Sara Henderson, Commissioner of the Revenue, and to present the award to Ms. Henderson. Please join staff in congratulating Ms. Henderson for this honorable award.  
Department:                      Board of Supervisors, Administration  
Documents:                      [Sara Henderson, Award.pdf](#)
2. [20-1742](#)      **Ms. Deborah Williams, Chief Operations Officer  
Blue Ridge Medical Center**  
Staff invited Ms. Williams to provide an update on the status of a Blue Ridge Medical Center location in Appomattox. Please join staff in welcoming Ms. Williams and her staff to their future home in Appomattox.  
Department:                      Board of Supervisors, Administration
3. [20-1731](#)      **Mr. Don Jones, Chairman Appomattox Tourism Committee**  
Mr. Don Jones, Chairman of the Appomattox Tourism Committee has requested to appear before the Board to provide an update on the Appomattox Shop Local Gift Card Program.  
Department:                      Board of Supervisors, Administration

### PUBLIC HEARING (7:00 PM)

4. [20-1738](#)      **Public Hearing\_Zoning Ordinance Amendment-Abattoir**

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After being duly advertised, and in accordance with §15.2-2204, which requires a public hearing prior to amending the Zoning Ordinance, a public hearing has been scheduled to receive comments on the proposed amendment to the Zoning Ordinance to add the land use category 'abattoir' and a definition for this new term. In September, the Planning Commission held a public hearing and received no comments. Following the public hearing, the Planning Commission voted unanimously to forward a recommendation to adopt the amendment adding the land use category 'abattoir' as a conditional use in §19.6-67 (C), A-1, Agricultural Zoning District, and adding a definition for this new land use to §19.6-12 of the Zoning Ordinance.

**STAFF RECOMMENDATION: Following the PH, please consider the recommendation from the Planning Commission. "To adopt the amendment adding the land use category 'abattoir' as a conditional use in §19.6-67 (C), A-1, Agricultural Zoning District, and adding a definition for this new land use to §19.6-12 of the Zoning Ordinance."**

Department: Board of Supervisors, Administration  
Documents: [Summary BoS10192020.pdf](#), [Ord PC Rec Oct 2020.pdf](#)

## **ACTION ITEMS**

5. [20-1749](#)

### **School Supplemental Appropriation Request**

Attached for your review and approval is a Coronavirus Relief Fund supplemental appropriation request from the Appomattox County Public School in the amount of \$387,660.00. Additional information to be obtained prior to the Board's vote.

Department: Board of Supervisors, Administration  
Documents: [Sharp Scanner 20201016 162608.pdf](#)

6. [20-1732](#)

### **Appomattox County Code of Ordinances**

At the September 21, 2020 Board of Supervisors meeting, Mr. Tom Lacheney, County Attorney, presented to the Board a draft of the County code. Mr. Lacheney and his staff developed a website for the County Code, which is [www.appomattoxcode.us](http://www.appomattoxcode.us). The current host for the Code is E360 which costs \$2,000 a year plus maintenance costs and Mr. Lacheney has agreed to maintain the new site, eliminating the need for E360 contractual services.

**STAFF RECOMMENDATION: Approve Mr. Lacheney's AppomattoxCode.US County Code website and discontinue services provided by E360.**

Department: Board of Supervisors, Administration

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7. [20-1745](#)

**Special Event Application Request**

Attached for your review is a Special Permit Event Application from Mr. Nick Liberto, Proven Men Ministries for a "Skeet Shooting Competition Fundraiser" event on Saturday, October 24, 2020 at 1:00 p.m. to 8:00 p.m. The event will be held at 812 Patterson School Road, Appomattox VA. Admission fee will be \$95.00 for the invite only private event. There will be a food truck and alcohol on site (if approved). The application has been reviewed and approved by the Public Safety Director, Building Official, Sheriff, Zoning Administrator and County Administrator.

**STAFF RECOMMENDATION: Please review, discuss and approve the Special Event Permit request from Mr. Nick Liberto, Proven Men Ministries as presented to include the bond fee waiver.**

Department: Board of Supervisors, Administration

Documents: [Proven Men Ministries Event Application Request.pdf](#)

8. [20-1743](#)

**Special Event Application Request**

Attached for your review is a Special Permit Event Application from Bonnie & Ken Swanson for "Jonathan Byrd & The Pick Up Cowboys" music event to be held on Saturday, November 7, 2020 at 5:00 p.m. to 8:00 p.m. The event will be located at 7169 Old Evergreen Road. Admission fee will be \$20.00. Wine will be served by the glass or bottle and a food truck will be on site. The application has been reviewed and approved by the Public Safety Director, Building Official, Sheriff, Zoning Administrator and County Administrator.

**STAFF RECOMMENDATION: Please review, discuss and approve the Special Event Application request from Bonnie & Ken Swanson as presented to include the bond fee waiver.**

Department: Board of Supervisors, Administration

Documents: [Ken & Bonnie Swanson Event Application Request.pdf](#)

9. [20-1747](#)

**Schedule Public Hearing-Amendment to Comprehensive Plan, Growth Management Section**

Please authorize staff to schedule and advertise a Public Hearing for Monday, November 16, 2020 at 7:00 pm to receive comments on a proposed amendment to the Growth Management section of the Comprehensive Plan. The Planning Commission received a request to amend the Future Land Use Map in order for a citizen to place a conservation easement on their property. Per Code of Virginia §10.1-1010, no conservation easement shall be valid and enforceable unless the limitations or obligations created by the easement conforms to the Comprehensive Plan at the time the easement is granted for the area in which the real property is located. Currently, the property in question is located in an area designated as a "Suburban Growth Area". The request is to designate this area as a "Rural Preservation Area". The Planning Commission considered the request at its October meeting and agreed

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to hold a public hearing on the matter at its November meeting. The Planning Commission will forward a recommendation to the Board prior to your November meeting. Prior to your consideration of the amendment, a public hearing must be held.

**Staff Recommendation: Authorize staff to schedule and advertise a Public Hearing for Monday, November 16, 2020 at 7:00 pm to receive comments on the proposed Comprehensive Plan amendment.**

Department: Board of Supervisors, Administration

10. [20-1746](#) **Schedule Public Hearing-Zoning Ordinance Amendment-Utility-Scale Solar Energy Farms**

Please authorize staff to schedule and advertise a Public Hearing for Monday, November 16, 2020 at 7:00 pm to receive comments on a proposed amendment to the Zoning Ordinance. At the request of the Board, the Planning Commission reviewed the setbacks for Utility-Scale Solar Energy Farms. The Planning Commission held a public hearing in October and voted to recommend a reduction in the setback from the external property lines and the setback from creeks, streams, ponds, lakes or wetlands. Prior to your consideration of the amendment, a public hearing must be held.

**Staff Recommendation: Authorize staff to schedule and advertise a Public Hearing for Monday, November 16, 2020 at 7:00 pm to receive comments on the proposed ordinance amendment.**

Department: Board of Supervisors, Administration

11. [20-1748](#) **Joint School Board/Board of Supervisors Meeting**

In January, the Board adopted the meeting calendar for the year and the Joint meeting with the School Board was included as a scheduled meeting on Thursday, November 5, 2020 at 5:30 pm. Dr. Bennett notified staff that the 5:30 Dinner that was previously scheduled has been cancelled. The School Board would still like to jointly meet with the Board of Supervisors at 6:00 pm on the 5th of November in the School Board office.

**STAFF RECOMMENDATION: Please confirm if you will be attending the meeting or if the Board would like to discuss a future date.**

Department: Board of Supervisors, Administration

12. [20-1739](#) **Proclamation for Domestic Violence Awareness Month**

Attached for the Board's review is a Proclamation to adopt proclaiming October as Domestic Violence Awareness Month.

**STAFF RECOMMENDATION: 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**

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**Violence Prevention Center and Appomattox County Victim Witness Assistance Program to work towards the elimination of domestic violence.**

Department: Board of Supervisors, Administration  
Documents: [Proclamation for Domestic Violence Awareness Month.pdf](#)

13. [20-1728](#) **Commissioner of the Revenue Refund Requests**

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

1) Refund David C. & Irene Stephens **\$5.04** for first half 2020 real estate taxes paid. Property was sold in December, 2019.

**STAFF RECOMMENDATION: Consider the above refund submitted from the Commissioner of the Revenue and supplement \$5.04 to 1209-5803. No new local funds are required.**

Department: Board of Supervisors, Administration  
Documents: [Commissioner of the Revenue Refund Request.pdf](#)

14. [20-1750](#) **CARES Committee Report**

Mr. Hogan will provide an update from the CARES Committee and consideration to supplement the departments for CARES expenses.

**Please transfer by consent the following expenses from the CARES fund to the General Fund and supplement into the line items as listed in the FY 21 budget:**

**COVID DEPARTMENTAL EXPENSES (OCTOBER, 2020)**

**4205 Landfill**

5405	\$ 55.79	Paper Towels	Sanitation/Disinfectant
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**1101 Board of Sup**

5804	\$ 57.50	Training	DOLI Compliance
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3001	\$ 129.00	Covid Test	COVID Testing
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5804	\$ 193.74	Training	DOLI Compliance
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**\$ 380.24**

**1220 IT**

4001	\$234.00	Filliable Online Forms	Safe Access to Government
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5203	\$7.95	Conference Call	Operations of Government Services
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7001	\$47.40	USB Mouse	Telework
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7001	\$86.00	Hardshell Laptop Case	Telework
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7001	\$ 902.40	Laptop Docking System	Telework
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**\$ 1,277.75**

**1201 Admin**

5401	\$ 489.99	Desk for COVID office	Operations of Government Services
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5401\$ 659.94	Printers	Telework
5401\$ 63.80	Supplies for Gift Card Program	Tourism/Marketing
5401\$ 37.19	Decals	Employee Safety/Public Health
5401\$ 285.00	Supplies for Gift Card Program	Tourism/Marketing
5401\$ 49.34	Window Film	Employee Safety/Public Health
<b>\$ 1,095.27</b>		
<b>7301 Library</b>		
7001\$ 325.87	Hotspot	Internet Access
5414\$ 330.35	Virtual Books	Employee Safety/Public Health
<b>\$ 656.22</b>		
<b>4302 Maintenance</b>		
3004\$ 20,400.00	Iworks Sanitation System	Sanitation/Disinfectant
3004\$ 44,005.10	Admin Building Duct Cleaning	Employee Safety/Public Health
5405\$ 232.70	Automaitc Soap Dispenser	Sanitation/Disinfectant
5405\$ 459.98	Backpack Sprayer	Sanitation/Disinfectant
5405\$ 79.20	Face Masks	Personal Protection Equipment
5405\$ 218.73	Lysol	Sanitation/Disinfectant
5405\$ 113.97	Foldable Cart	Sanitation/Disinfectant
5405\$ 205.50	Gloves	Personal Protection Equipment
5405\$ 863.10	Gloves	Personal Protection Equipment
5405\$ 11.96	Gloves	Personal Protection Equipment
5405\$ 576.00	Wall-mounted Thermometer	Employee Safety/Public Health
5405\$ 279.90	H2O2	Sanitation/Disinfectant
5405\$ 220.98	Wall-mounted Thermometer	Employee Safety/Public Health
5405\$ 429.96	Vacuum/Bags	Sanitation/Disinfectant
5405\$ 4.47	Lysol Wipes	Sanitation/Disinfectant
5405\$ 10.53	Thermometer Accessories	Employee Safety/Public Health
5405\$ 49.88	Vacuum Bags	Sanitation/Disinfectant
5405\$ 116.28	Rug in COVID office	Employee Safety/Public Health
5405\$ 4,761.40	Janitorial Supplies	Sanitation/Disinfectant
5405\$ 766.37	Paper Towel Disp.	Sanitation/Disinfectant
5405\$ 21.06	Hand Sanitizer	Sanitation/Disinfectant
<b>\$ 73,827.07</b>		
<b>3606 Emergency 911</b>		
5401\$ 41.45	Wipes and Containers	Sanitation/Disinfectant
5405\$ 41.86	Disinfectant Wipes	Sanitation/Disinfectant
5405\$ 49.90	Dispenser Soap	Sanitation/Disinfectant

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7001	\$ 294.00	Drop Box Camera	Safe Access to Government
	<b>\$ 427.21</b>		

**9104 Capital  
Projects**

7014	\$ 448,059	B2X Online	Rural Broadband
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**TOTAL EXPENSES \$ 525,018.07**

**STAFF RECOMMENDATION: Transfer the requested funds from the CARES Act Fund to the General Fund and supplement into the line items listed above.**

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.*

15. [20-1719](#) **Invoices Submitted For Payment**

Please review the attached invoices and approve for payment:

October 15, 2020 - FY 2020	\$8,498.01
October 8, 2020 - FY 2021	\$474,948.89
October 16, 2020 - CSA	\$209,069.60
October 19, 2020	\$287,941.32
<b>TOTAL:</b>	<b>\$971,959.81</b>

**STAFF RECOMMENDATION: Please review and consider approval of the attached invoices for payment.**

Department: Board of Supervisors, Administration  
Documents: [Invoices Submitted For Payment.pdf](#)

16. [20-1720](#) **Minutes**

Please review the following DRAFT minutes for approval:

September 21, 2020 Regular Board of Supervisors Meeting

Department: Board of Supervisors, Administration  
Documents: [September 21, 2020 BOS Minutes.pdf](#)

17. [20-1725](#) **CARES Act Fund**

Please transfer by consent **\$44,005.10** from the CARES Act Fund to the General Fund and supplement to the following:

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4302-3004 Repairs/Maintenance **\$44,005.10**

RE: Cleaning of interior return and supply ducts, diffusers and coating in entire Courthouse building (\$31,200.00); Cleaning of interior return, supply ducts and diffusers in the entire 911 Center (\$5,000.00); Cleaning of interior return, supply ducts, diffusers and grills in the County Administration Office (\$7,805.10). All worked performed by DustyDucts, Inc.

**STAFF RECOMMENDATION: Transfer the requested funds from the CARES Act Fund to the General Fund and supplement \$44,005.10 to 4302-3004.**

Department: Board of Supervisors, Administration

18. [20-1726](#)

**CARES Act Fund**

Please transfer by consent **\$448,059.00** from the CARES Act Fund to the General Fund and supplement to the following:

9104-7014 Capital Projects **\$448,059.00**

RE: B2X Online Projects to install broadband equipment to existing towers for internet throughout the County.

**STAFF RECOMMENDATION: Transfer the requested funds from the CARES Act Fund to the General Fund and supplement \$448,059.00 to 9104-7014.**

Department: Board of Supervisors, Administration

19. [20-1721](#)

**Courthouse Maintenance Fund**

Please transfer by consent **\$161.00** from the Courthouse Maintenance Fund to the General Fund and supplement to the following:

2102-5401 Office Supplies **\$161.00**

RE: Purchase of Judge's bench chair in the General District Courtroom.

**STAFF RECOMMENDATION: Transfer the requested funds from the Courthouse Maintenance Fund to the General Fund and supplement \$161.00 to 2102-5401.**

Department: Board of Supervisors, Administration

20. [20-1741](#)

**Circuit Court - Law Library**

Please transfer by consent **\$560.61** from the Law Library Fund to the General Fund and supplement to the following:

2101-5804 Law Library **\$560.61**

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

**STAFF RECOMMENDATION: Transfer the requested funds from the Law Library Fund to the General Fund and supplement \$560.61 to 2101-5804.**

Department: Board of Supervisors, Administration

21. [20-1722](#)

**J. Robert Jamerson Memorial Library**

Please supplement by consent and appropriate the following:

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7301-5401	Office Supplies	\$470.25
7301-5411	Books	\$111.98
<b>TOTAL:</b>		<b>\$582.23</b>

**STAFF RECOMMENDATION: No new local funds are required.**

Department: Board of Supervisors, Administration

22. [20-1723](#) **Department of Social Services**

Please supplement by consent and appropriate the following:

5301-2002	VRS	\$11,032.44
5301-2006	Group Life	\$804.25
5301-2002	ICMA-RC	\$1,166.20
<b>TOTAL:</b>		<b>\$13,002.89</b>

RE: Reimbursement for September, 2020 payroll deductions.

**STAFF RECOMMENDATION: No new local funds are required.**

Department: Board of Supervisors, Administration

23. [20-1740](#) **Sheriff's Department - D.A.R.E**

Please supplement by consent and appropriate the following:

3106-5401	Office Supplies	<b>\$100.00</b>
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RE: Donation received from the Veterans of Foreign Wars for the D.A.R.E. program.

**STAFF RECOMMENDATION: No new local funds are required.**

Department: Board of Supervisors, Administration

24. [20-1724](#) **Parks & Recreation Department**

Please supplement by consent and appropriate the following:

7102-5803	Refunds	<b>\$100.00</b>
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RE: Refund to Karen Angula for Community Center rental cancellation.

**STAFF RECOMMENDATION: No new local funds are required.**

Department: Board of Supervisors, Administration

25. [20-1727](#) **Fire Program Funds - Appomattox and Pamplin Volunteer Fire Departments**

Please supplement by consent and appropriate the following:

3201-5609	Fire Program Funds - Appomattox	\$1,099.00
3201-5610	Fire Program Funds - Pamplin	\$1,099.00
<b>TOTAL:</b>		<b>\$2,198.00</b>

RE: Additional funds, over budgeted amount. Total funds received from the State Fire Program \$49,623.00.

**STAFF RECOMMENDATION: No new local funds are required.**

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Department: Board of Supervisors, Administration

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

**ADMINISTRATOR'S REPORT  
REPORTS AND INFORMATIONAL ITEMS**

26. [20-1751](#) **Delinquent Tax Status Report - Sands Anderson**  
Attached for your review is the delinquent tax status report as of September 30, 2020 from Sands Anderson.  
Department: Board of Supervisors, Administration  
Documents: [Sharp Scanner 20201016 165307.pdf](#)
27. [20-1744](#) **School - September 2020 Financial Report**  
Attached for your review is the September, 2020 month-end financial report from Dr. Bennett, Division Superintendent and Bruce McMillan, Director of Finance.  
Department: Board of Supervisors, Administration  
Documents: [School Financial Report.pdf](#)
28. [20-1729](#) **Robert E. Lee Soil & Water Conservation District**  
Attached for your review is a copy of the August 27, 2020 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 District Minutes.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.*

**UPCOMING MEETINGS**

**Thursday, November 5, 2020 @ 6:00 PM**  
Joint Meeting with School Board  
Appomattox County High School - Library  
198 Evergreen Avenue, Appomattox, Virginia

**Monday, November 16, 2020 @ 6:30 PM**  
Regular Scheduled Meeting  
Board of Supervisors Meeting Room  
171 Price Lane, Appomattox, Virginia

**ADJOURNMENT**