

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

The Appomattox County Board of Supervisors held a scheduled meeting on Monday, March 18, 2019 at 6:30 p.m. in the Board of Supervisors meeting room located at 171 Price Lane, Appomattox, Virginia.

Appomattox County Board of Supervisors

Present:

Samuel E. Carter	Courthouse District, Chairman
Watkins M. Abbitt	Piney Mountain District
William H. Hogan	Appomattox River District
Chad E. Millner	Falling River District, Vice-Chairman
Bryan A. Moody	Wreck Island District

Also Present:

Susan M. Adams, County Administrator
Tom Lacheney, County Attorney
John Spencer, Information Systems Manager/Purchasing Agent
Vicky Phelps, Finance Director

Call to Order – Chairman Carter called the meeting to order at 6:30 p.m.
Handicap Accessibility Statement- Susan M. Adams, County Administrator
Pledge of Allegiance
Invocation – Supervisor Hogan
Approval of Agenda

There were no additions/changes to the agenda.

APPEARANCES

Mr. Galen R. Creekmore, CVEC Key Accounts & Member Engagement Representative

Mr. Galen Creekmore with CVEC provided the Board with a quick update on the rural fiber broadband project that has begun in the County. He also invited the board to the Fiber Launch Celebration to be held at the Central Virginia Electric Coop, Appomattox Division on March 26, 2019.

**Ms. Robin Snyder, Superintendent
Appomattox Court House National Historical Park**

Ms. Robin Snyder, Superintendent, Appomattox Court House National Historical Park, and Mr. Don Austin, Residency Administrator, VDOT, provided the Board with an update on the Federal Lands Access Program (FLAP) 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-19 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 addressed the questions and/or concerns. If the Board approves the funding, a MOU will be developed to identify the assigned responsibilities.

After discussion, it was a consensus of the Board to discuss further at the upcoming budget work session on March 28, 2019.

Mr. Austin stated that a decision would need to be made by May 1, 2019.

Ms. Snyder then provided the Board with an update on upcoming events for the National Park Service.

ACTION ITEMS

Appomattox Oyster & Seafood Festival - Special Event Application

Chairman Carter stated that submitted for the Board's 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.

Mr. Hogan made a motion to approve the request and waive the bond fee. Mr. Millner seconded Mr. Hogan's motion. Chairman Carter called for a vote: Chairman Carter, aye; Mr. Abbitt, aye; Mr. Hogan, aye; Mr. Millner, aye; Mr. Moody, aye.

Fence-In/ Fence-Out Ordinance

Chairman Carter stated that the Board was provided a copy of the "proposed" Fence in/Fence out Ordinance for their review and suggested changes.

After discussion, Mr. Abbitt made a motion to schedule and advertise a Public Hearing for Monday, April 15, 2019 at 7:00 pm. Mr. Moody seconded Mr. Abbitt's motion. Chairman Carter called for a vote: Chairman Carter, aye; Mr. Abbitt, aye; Mr. Hogan, aye; Mr. Millner, aye; Mr. Moody, aye.

COMMITTEE APPOINTMENTS

Economic Development Authority Board Appointment

Chairman Carter stated that the Board was provided 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.

Mr. Carter made a motion to appoint Mr. David S. Moody, Jr. to fill the unexpired term of Ms. Bradshaw, ending December 31, 2022. Mr. Abbitt seconded Mr. Carter's motion. Chairman Carter called for a vote: Chairman Carter, aye; Mr. Abbitt, aye; Mr. Hogan, aye; Mr. Millner, aye; Mr. Moody, abstained.

Courtland Park Foundation Board Appointment

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

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".

After discussion, Mr. Hogan made a motion to post pone this decision to see if the Town wanted to recommend a Council member to serve in this capacity. Mr. Moody seconded Mr. Hogan's motion. Chairman Carter called for a vote: Chairman Carter, aye; Mr. Abbitt, aye; Mr. Hogan, aye; Mr. Millner, aye; Mr. Moody, aye.

CONSENT AGENDA

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
TOTAL:	\$582,871.46

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

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 of Social Services

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
	TOTAL:	\$11,740.59

RE: Reimbursement for February, 2019 payroll deductions.

Staff Recommendation: No new local funds are required.

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
	TOTAL:	\$1,803.85

Staff Recommendation: No new local funds are required.

Sheriff's Department

Please supplement by consent and appropriate the following:

3102-1002	Overtime	\$832.41
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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.

Sheriff's Department

Please supplement by consent and appropriate the following:

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

Staff Recommendation: No new local funds are required.

Board of Supervisors - Retiree Benefits

Please supplement by consent and appropriate the following:

1101-2006 Retiree Benefits **\$2,184.00**

RE: Payment received from employee who opted to receive COBRA benefits upon departure.

Staff Recommendation: No new local funds are required.

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.

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.

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.

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.

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 of Social Services

Please supplement by consent and appropriate the following:

5301-1001	Fund 15	\$63,009.00
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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.

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
	TOTAL:	\$89,752.00

RE: CAD Power phone installation and training and the interface of Power Phone 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).

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
	TOTAL:	\$115,239.44

RE: Additional Federal funding award.

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

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.

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.

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.

Mr. Hogan made a motion to approve the Consent Agenda as presented. Mr. Millner seconded Mr. Hogan's motion. Chairman Carter called for a Roll Call Vote: Chairman Carter, aye; Mr. Abbitt, aye; Mr. Hogan, aye; Mr. Millner, aye Mr. Moody, aye.

ADMINISTRATOR'S REPORT

Ms. Adams stated that the proposed FY-20 Expense and Revenue Budgets have been prepared and each member of the Board has been provided a copy to review. She asked the Board to be prepared to finalize at the upcoming scheduled budget work session on March 28, 2019.

Mr. Adams reported that the Reassessment is now 40% complete and that a representative from Wampler Eanes Appraisal will be coming to the April Board meeting to provide an update.

Ms. Adams asked the Board to begin thinking of whom they would recommend to serve on the Board of Equalization. She then briefed the Board on the purpose and expectations of members that are appointed to the Board of Equalization.

Ms. Adams briefed the Board on the upcoming Discovery meeting on the new financial software scheduled for March 26, 2019.

Ms. Adams reported that approval from the Judge has been received to place a portrait of James D. Bland in the Courthouse per Mr. Al Jones request.

Ms. Adams reported that an extension has been requested for the funds that was received for the Community Development Block Grant.

Ms. Adams stated that she has provided the Board with a copy of the Remote Participation Policy for review and/or questions.

Ms. Adams reminded the Board of the following dates:
March 20, 2019 – Congressman Rigglesman will be in the office
March 26, 2019 – Fire Fly Fiber Launch Celebration
March 26, 2019 – Budget Work Session at 6PM

Ms. Adams requested a meeting with the Building and Grounds committee.

REPORTS AND INFORMATIONAL ITEMS

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

For the Board's review, is an email from Julie M. Stratton with Robert E. Lee SWCD notifying the Board of an At-Large Board of Directors vacancy. They are currently recruiting candidates to fill the position.

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

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

Parks, Recreation & Tourism

For the Board's review is a copy of the monthly report from Anne Dixon, Tourism Director.

School - February Financial Report

For the Board's review is the February 2019 Financial Report from Dr. Bennett, Division Superintendent and Bruce McMillan, Director of Finance.

Appomattox County Board of Supervisors Remote Participation Policy

For the Board's review is a copy of the Board of Supervisors Remote Participation Policy.

SUPERVISOR CONCERNS

Mr. Hogan stated that he had spoken with a citizen whose home was damaged during the tornado, and they received a newly built home. He explained that with the assessment on a newly built home, they could not pay the required taxes. He questioned if there was a way to help this person in this situation.

Mr. Lacheney, County Attorney, mentioned an abatement program that at death and sell of the property, taxes would have to be paid at that time.

After discussion, Chairman Carter reminded the Board of upcoming meeting and work session.

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

Mr. Abbitt made a motion to adjourn the scheduled meeting at 7:43 p.m. Mr. Moody seconded Mr. Abbitt's motion. Chairman Carter called for a vote: Chairman Carter, aye; Mr. Abbitt, aye; Mr. Hogan, aye; Mr. Millner, aye; Mr. Moody, aye.

The scheduled meeting adjourned at 7:43 p.m.

Samuel E. Carter, Chairman