



**BOARD OF SUPERVISORS MEETING
MONDAY, MAY 15, 2023
6:00 PM**

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

Board of Supervisors Meeting Room
171 Price Lane, Appomattox, Virginia 24522

www.AppomattoxCountyVA.gov

BOARD OF SUPERVISORS

Call to Order
Pledge of Allegiance
Invocation - Mr. Hinkle
Setting of Agenda

WORK SESSION

Mr. Johnnie Roark will be discussing Capital Improvement Project funding with the Board.

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. [23-2711](#) **Mr. John Spencer, Information Services Manager/Purchasing Agent**
Mr. John Spencer, Purchasing Agent for Appomattox County has requested to appear before the Board to provide an update on the Courthouse study.
Department: Board of Supervisors, Administration

PUBLIC HEARING

2. [23-2713](#) **Public Hearing-VDOT Six-Year Plan FY 2024 through 2029**
A duly advertised public hearing has been scheduled for May 15, 2023 to receive comments on the Secondary Six-Year Plan for Fiscal Years 2024 through 2029 in Appomattox County and on the Secondary System Construction Budget for Fiscal Year 2024. All projects in the Secondary Six-Year Plan that are eligible for federal funding will be included in the Statewide Transportation Improvement Program (STIP), which documents how Virginia will obligate federal transportation funds. Mr. Robert Brown, Residency Administrator is present to provide details and answer any questions you may have.
Staff Recommendation: After receiving public comment and Board discussion, please consider adopting the VDOT Six Year Plan for FY 2024-2029 and Secondary System Construction Budget for Fiscal Year 2024.
Department: Board of Supervisors, Administration
3. [23-2712](#) **Public Hearing-CUP220931-Verizon Wireless/ Willard D. Lancaster**

A duly advertised public hearing has been scheduled for May 15, 2023. The Appomattox County Board of Supervisors will consider and receive comments on the following zoning petition:

CUP220931 –Verizon Wireless (applicant), Stuart Squier (agent), and Willard D. Lancaster (property owner), have requested a Conditional Use Permit (CUP) on property located off Holiday Lake Road, in the Appomattox area, one-half mile north of Coleman Mountain Road. The applicant proposes to construct a 199' Wireless Communication Facility (Cellular Tower). The parcel totals 46.9 acres in size. The Tax Map Identification Numbers is 56 (A) 15A. The applicant will construct the tower within a fenced compound (50' X 50') located approximately 359 feet north of Holiday Lake Road. The proposed land use requires a Conditional Use Permit in the A-1, Agricultural Zoning District. The property is part of a Rural Preservation Area as designated by the Appomattox County Comprehensive Plan.

The Planning Commission heard this petition on December 14, 2022 and considered a revised plan on April 12, 2023. The Planning Commission then forwarded their recommendation for approval with conditions, which are delineated in the attached resolution. The vote was 6-0 (Boyer absent).

Staff Recommendation: After receiving comments from the public, please consider the recommendation of the Planning Commission to grant the Conditional Use Permit to Verizon Wireless/Willard D. Lancaster to permit a Wireless Communication Facility (Cellular Tower) on property located off Holiday Lake Road, Appomattox, Virginia with the following conditions:

1. The Wireless Communication Facility (WCF) will be constructed in general conformance with the REVISED concept plan submitted April 3, 2023 (concept plan dated March 28, 2023, Site Name "Hurtsville", prepared by NB+C Engineering Services LLC).
2. The CUP is to allow one WCF (tower) in the A-1, Agricultural Zoning District located on Tax Map Number 56 (A) 15A.
3. The tower shall be a steel monopole type construction with a tower height, including antenna, lightning rod and other appurtenances, limited to a maximum height of 199 feet from average grade.
4. Land disturbance associated with the facility shall be limited to the area designated on the Plan.
5. There shall be no lights on the tower facility unless required by the Federal Aviation Administration.
6. There shall be no signs on the tower other than an identification sign required by the Federal Communications Commission or other federal or state agency.
7. The applicant shall install a security fence along the perimeter of the base of the tower.

-
8. The applicant shall maintain a sign on the security fence identifying the name of the tower owner and a telephone number to call in the event of an emergency.
 9. Once the tower is no longer in use, written notice shall be sent to the County Administrator specifying the discontinuance of use of the facility. The applicant or successor shall be responsible for removal of all facilities and structures within ninety (90) days of receipt of an abandonment notice.
 10. In accordance with Section 19.6-92.9 (C) Local Government Access, the applicant shall provide Appomattox County Public Safety with collocation opportunities in order to install equipment, including ground equipment, necessary to enhance the localities emergency services communication system. Appomattox County Public Safety will follow Verizon Wireless' (the applicant's) normal collocation intake procedures in order to submit an application for said equipment.
 11. Any frequencies or signals emitted by equipment at the facility shall not interfere with or be incompatible with communications frequencies associated with the County's Emergency 911 system.
 12. This CUP may be revoked or conditions amended by the Board of Supervisors for violation of these conditions or any applicable County, Federal, or State code, law, ordinance, or regulation.

A resolution has been prepared for your consideration.

Department: Board of Supervisors, Administration
Documents: [CUP220931 Packet BoS 05152023.pdf](#),
[CUP220931 Resolution PC Recommendation.pdf](#)

4. [23-2716](#)

Public Hearing-"Proposed" FY 2024 Budget

After being duly advertised, a public hearing has been scheduled to receive comment on the "Proposed" FY 2024 County/School Budget in the amount of \$53,401.020.

STAFF RECOMMENDATION: After receiving public comments, the Board should consider if a special called meeting is necessary prior to the budget approval meeting scheduled for Wednesday, May 24, 2023 at 6:00 pm.

Department: Board of Supervisors, Administration
Documents: [Budget Synopsis FY24 FINAL.docx.pdf](#)

ACTION ITEMS

5. [23-2698](#)

Mr. Bruce Jones, Senior Extension Agent

Mr. Bruce Jones, Senior Extension Agent for Appomattox County has requested to appear before the Board to discuss his department budget.

Department: Board of Supervisors, Administration

6. [23-2699](#)

Resolution for Personal Property Tax Relief Program

In accordance with the requirements set forth in the Code of Virginia for the Personal Property Tax Relief Program, qualifying vehicles situated within the County commencing January 1, 2012, shall receive personal property tax relief. The 2023 PPTRA tax relief is 25% for personal use vehicles valued at \$1,000 to \$20,000.

STAFF RECOMMENDATION: Adopt the 2023 Personal Property Tax Relief Program Resolution per recommendation of the Commissioner of the Revenue.

Department: Board of Supervisors, Administration

Documents: [Personal Property Tax Relief Program Resolution.pdf](#)

COMMITTEE APPOINTMENTS

7. [23-2700](#) Central Virginia Alliance for Community Living Committee Appointment

Staff received an email from Ms. Deborah Silverman, Executive Director for the Central Virginia Alliance for Community Living (CVACL) seeking recommendations to fill the vacated position of Mr. Robert Fox on the CVACL Board of Directors. Per Ms. Silverman's email, Mr. Fox has served for nine (9) years on the Board and whose term will end in September. The position does not require appointment, just recommendation, if the Appomattox Board of Supervisors wishes to submit one.

STAFF RECOMMENDATION: Please consider a recommendation of a representative to fill the vacancy on the CVACL Board of Directors, effective September 2023.

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. [23-2714](#) Invoices Submitted for Payment

Please review the attached invoices and approve for payment:

May 3, 2023	\$38,345.15
May 11, 2023 - Juror Checks	\$1,830.00
May 12, 2023 - CSA	\$202,914.22
May 15, 2023	\$174,094.07
TOTAL:	\$417,183.44

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

Department: Board of Supervisors, Administration

Documents: [Invoices Submitted for Payment.pdf](#)

9. [23-2715](#)

Minutes

Please review the following DRAFT minutes for approval:

April 17, 2023 Regular Scheduled Meeting

April 25, 2023 Budget Work Session Meeting

Department: Board of Supervisors, Administration

Documents: [April 17, 2023 BOS Meeting Minutes.pdf](#), [April 25, 2023 BOS Budget Work Session Minutes.pdf](#)

10. [23-2702](#)

Commissioner of the Revenue Refund Request

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

1) Refund Sherease Harris Booker **\$202.39** for 2022 Personal Property taxes. She paid Campbell County and Appomattox County. Per staff, the vehicle was sold on 12/30/21 and she moved to Campbell County on 5/10/2022.

STAFF RECOMMENDATION: Consider the above refund. Transfer by consent from the General Fund and supplement \$202.39 to 1209-5803. No new local funds are required.

Department: Board of Supervisors, Administration

Documents: [Commissioner of the Revenue Refund Request.pdf](#)

11. [23-2701](#)

Building Official Request

Mr. Lonny Hamlett, Building Official is requesting that Wooldridge Heating Air Electrical, Inc. be refunded for Permit #230261 in the amount of \$21.00. The customer cancelled the work to be performed by Wooldridge Heating Air Electrical, Inc.

STAFF RECOMMENDATION: Per Mr. Hamlett's request, consider the refund of building permit #230261 in the amount of \$21.00.

Department: Board of Supervisors, Administration

12. [23-2717](#)

Victim Witness Advocate Grant

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

2220-5416 Program Supplies **\$695.00**

RE: Invoice for Victim Witness Advocate printer was paid out of the FY22 and FY23 grant funds. Staff has submitted a request to SHI International to refund \$695.00 back to the County for the overpayment.

STAFF RECOMMENDATION: Transfer requested funds from the General Fund and supplement by consent \$695.00 to 2220-5416.

Department: Board of Supervisors, Administration

13. [23-2709](#)

County Administration

Please supplement by consent and appropriate the following:

1201-5401	Office Supplies	\$91.29
-----------	-----------------	----------------

RE : Reimbursement from Pitney Bowes for an overpayment. Invoice was paid on County credit card and by check.

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

14. [23-2706](#)

Sheriff's Department

Please supplement by consent and appropriate the following:

3102-1002	Overtime	\$2,585.92
3102-1003	Part-Time Salaries	\$1,143.14
3102-5503	Travel (Susistance/Lodging)	\$140.01
3102-5805	Project Lifesaver	\$20.00
3102-7005	Motor Vehicle/Equipment	\$14,906.00
TOTAL:		\$18,795.07

RE: Reimbursement from School Board for security performed at Appomattox High and Middle School spring sporting events (\$2,585.92); Reimbursement from School Board for extra security performed at the Schools (\$1,143.14); Reimbursement from the Virginia Sheriff's Institute for hotel stay for the Administrative Conference (\$140.01); Donation received from Lorraine H. Torrence for Project Lifesaver (\$20.00); Reimbursement from VACORP for 2016 Dodge Durango that was totaled (\$14,906.00).

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

15. [23-2710](#)

Treasurer's Office

Please supplement by consent and appropriate the following:

1213-5808	DMV Stops	\$4,250.00
-----------	-----------	-------------------

RE: DMV stops performed by the Treasurer's Office

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

16. [23-2703](#)

Animal Shelter Operations

Please supplement by consent and appropriate the following:

3501-5413	Spay/Neuter Program	\$1,280.00
3501-5804	Donations	\$585.00
TOTAL:		\$1,865.00

RE: Funds received through adoptions (\$1,280.00); Donations received for Animal Shelter (\$585.00).

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

17. [23-2704](#)

J. Robert Jamerson Memorial Library

Please supplement by consent and appropriate the following:

7301-5401	Office Supplies	\$718.33
7301-5411	Books	\$210.41
7301-5415	Summer Reading	\$200.00
TOTAL:		\$1,128.74

RE: Reimbursement for Office Supplies (\$718.33); Funds received from sale of books (\$210.41); Funds received for Summer Reading Program (\$200.00).

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

18. [23-2705](#)

Department of Social Services

Please supplement by consent and appropriate the following:

015-5301-2002	VRS	\$14,921.32
015-5301-2006	Group Life	\$976.73
015-5301-2002	ICMA-RC	\$1,289.42
TOTAL:		\$17,187.47

RE: Reimbursement from DSS for April, 2023 payroll deductions.

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

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

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

19. [23-2707](#)

School Financial Report

Attached for the Board's review is the April, 2023 month-end financial report from Mr. Jason S. Tibbs, Ed.D., Director of Finance and Human Resources.

Department: Board of Supervisors, Administration

Documents: [School April 2023 Financial Report.pdf](#)

20. [23-2708](#)

Robert E. Lee Soil & Water Conservation District Meeting Minutes

Attached for the Board's review is a copy of the March 23, 2023 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 Meeting 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

Wednesday, May 24, 2023 @ 6:00 PM

Special Called Meeting - FY 2024 Budget

Board of Supervisors Meeting Room

171 Price Lane, Appomattox, Virginia 24522

Tuesday, June 20, 2023 @ 6:00 PM

Regular Scheduled Meeting

Board of Supervisors Meeting Room

171 Price Lane, Appomattox, Virginia 24522

ADJOURNMENT