



**BOARD OF SUPERVISORS MEETING
MONDAY, APRIL 18, 2022
6:30 PM**

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

Board of Supervisors Meeting Room
Carver-Price Education Complex
171 Price Lane, Appomattox, VA 24522

www.AppomattoxCountyVA.gov

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. [22-2335](#)

Ms. Patricia Morton, Registrar

Ms. Patricia Morton, Registrar has requested to appear before the Board to discuss a waiver for a split precinct for the Town of Pamplin to comply with §24.2-307 and MOU's with Our Lady of Peace Catholic Church and Gleaning for the World facilities to be used as polling places in Appomattox County.

STAFF RECOMMENDATION: 1) Approve the recommendation from the Registrar, Patricia Morton, to "request a 2022 waiver for a split precinct for f Pamplin, as required by Code Section 24.2-307. The Pamplin precinct consists of the Town of Pamplin City (which is partly in Prince Edward County), as well as part of the surrounding area within Appomattox County". 2) Consider adoption of the attached MOUs between the County and Our Lady of Peace Catholic Church and Gleaning for the World, as designated polling places per recommendation of the Electoral Board.

Department: Board of Supervisors, Administration

Documents: [Waiver for Split Precinct.pdf](#), [MOU for Polling Place-Our Lady of Peace Catholic Church.pdf](#), [MOU for Polling Place-Gleaning For The World.pdf](#)

ACTION ITEMS

2. [22-2338](#)

Special Event Permit Application Request - Blues Night at the Evergreen Lavender Farm

Attached for the Board's review is a Special Event Permit Application from Ken Swanson for a "Blues Night at the Evergreen Lavender Farm" to be held on April 30, 2022 at the Evergreen Lavender Farm located at 7169 Old Evergreen Road in Appomattox, Virginia. This is a music concert which will start at 6:00 p.m. and end at 9:00 p.m. There will be food and wine available for purchase. Admission fee is \$10.00 per person. This is a rain or shine event, no plan for cancellation. The Sheriff, Public Safety Director, Building Inspector, Zoning Administrator and County Administrator have reviewed and approved the application with added comments.

STAFF RECOMMENDATION: Consider approval of the Special Event Permit request from Ken Swanson, as presented to include the bond fee

waiver. Staff invited Mr. Swanson to the Board meeting to address any questions and/or concerns.

Department: Board of Supervisors, Administration
Documents: [Blues Night at the Evergreen Lavender Farm Event Application.pdf](#)

3. [22-2347](#)

Special Event Permit Application Request - Fly High 420 Festival

Attached for the Board's review is a Special Event Permit Application from Amy and Brooklyn Ward for a "Fly High 420 Festival" to be held on Friday, April 22 and Saturday, April 23, 2022. The event will be held at 451 Hawk Lane, Pamplin, VA. The music/celebration of life event is being held to celebrate the upcoming grow season and in remembrance of Alex Johnson who took his own life on December 30, 2021. The application has been reviewed and approved by the Public Safety Director, Building Official, Sheriff, Zoning Administrator and County Administrator with comments.

STAFF RECOMMENDATION: Consider approval of the Special Event Permit Application from Amy and Brooklyn Ward, as presented to include the bond fee waiver. Staff has invited Ms. Ward to attend the Board meeting to address questions and/or concerns.

Department: Board of Supervisors, Administration
Documents: [Fly High 420 Festival Event Application.pdf](#)

4. [22-2355](#)

Zoning/Building Application Fee Increase

At the Budget Work Session last week, Mr. Roark presented a recommendation from the Community Development and Building Inspection staff proposing zoning and building application fee increases with related County Code changes. The Board authorized Mr. Roark to advertise for a Public Hearing at the May meeting. Attached for further review is an update to the proposed changes that will be advertised and voted on by the Board after public comments are received at the May meeting.

STAFF RECOMMENDATION: For the purpose of advertising the public hearing, staff is verifying the Board's intent to advertise the recommended zoning and building fees per the attachment. If no changes, no further action needs to be taken until after the Public Hearing at the May meeting.

Department: Board of Supervisors, Administration
Documents: [Administrative Fee Schedule 2022.pdf](#)

5. [22-2356](#)

Schedule Public Hearing_CUP220226_Collins & Nina O'Brien d/b/a C & N Recycling LLC

The Planning Commission met on Wednesday, April 13, 2022 to consider a Conditional Use Permit petition submitted by Collins and Nina O'Brien. They are requesting a CUP to operate a Scrap and Salvage Services business (C & N Recycling LLC) at 1091 Watt Abbitt Road. The Planning Commission recommended approval of the petition with several conditions. The petition will be forwarded to the Board of Supervisors for consideration at your regular May meeting. A public hearing is required prior to your consideration of the petition.

Staff Recommendation: Please authorize staff to schedule and advertise a public hearing to be held at 7:00 p.m. at the May 16, 2022 regular meeting of the Appomattox County Board of Supervisors, in order to receive public comment on the zoning petition of Collins and Nina O'Brien.

Department: Board of Supervisors, Administration

6. [22-2337](#)

Appropriation for Bonuses (Circuit Court Clerk's Office, Commonwealth's Attorney Office and Department of Social Services)

At the March 2022 meeting, the Board of Supervisors authorized \$1,000 bonus for the employees in the Circuit Court Clerk's Office, Commonwealth's Attorney Office and the Department of Social Services.

Please authorize by consent for **\$ 33,371.50 of new local funds** to be transferred from the General Fund and appropriated into the following line items:

2106-1001 (Clerk of Circuit Court) - \$4,000 and 2106-2001 (FICA) - \$ 306

2201-1001 (Commonwealth's Attorney) - \$4,000 and 2106-2001 (FICA) - \$306

2202-1001 (Commonwealth's Attorney VW) - \$1,000 and 2202-2001 (FICA) - \$76.50

5301-1001 (Dept. of Social Services) - \$22,000 and 5301-2001 (FICA) - \$1,683

Department: Board of Supervisors, Administration

7. [22-2348](#)

Circuit Court Clerk's Request

Attached for the Board's review is a request from Mrs. Janet Hix, Circuit Court Clerk requesting adjustments to be made to personnel salaries. The funds were appropriated in the Clerk's FY22 departmental budget and when an employee leaves, the funds are not specific to the position but to individual personnel. An employee departed in March and Ms. Hix is requesting to re-appropriate **\$4,457** of local funds that were budgeted to the departing employee's position and supplement them to the other Deputy Clerk positions in her office.

STAFF RECOMMENDATION: Consider Ms. Hix request to re-adjust **\$4,457** of local funds to the other Deputy Clerk positions in her office.

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- Department: Board of Supervisors, Administration
Documents: [Circuit Court Clerk's Salary Adjustment Request.pdf](#)
8. [22-2341](#) **Transfer of Land_Appomattox Community Park**
When the EDA originally purchased the Appomattox Center for Business and Commerce, the land set aside for the development of the Appomattox Community Park was supposed to be deeded to Appomattox County for recreational purposes. A plat showing a 100.02 acre division of property was prepared by surveyor William W. Dickerson, Jr. However, the transaction was never completed. The EDA, at it's March meeting, voted to transfer 100.02 acres, known as the Appomattox Community Park, to Appomattox County, Virginia. The EDA Chairman was authorized to sign said deed.
Staff Recommendation: If the Board is in concurrence, please accept this transfer of land and authorize the County Administrator to sign the deed, as written, and complete the transaction by recording said document, along with the referenced plat by William W. Dickerson, Jr., in the Clerk of the Court's office.
- Department: Board of Supervisors, Administration
Documents: [EDA Deed to County Rec Park Signed.pdf](#)
9. [22-2346](#) **Property Requested for Surplus**
The Purchasing Agent has attached for your review a list of items to be declared as surplus by the Board of Supervisors. These items will be publicly sold by the Purchasing Agent and proceeds from the sale of these items will be deposited in the County's General Fund for future use.
STAFF RECOMMENDATION: Declare the attached list as surplus and authorize the Purchasing Agent to advertise for public sale.
- Department: Board of Supervisors, Administration
Documents: [Property Requested for Surplus.pdf](#)

COMMITTEE APPOINTMENTS

10. [22-2336](#) **Region 2000 Services Authority Board Member Appointments**
Please consider the re-appointment of Susan Adams, County Administrator to serve as the Appomattox representative to the Region 2000 Services Authority Board and Rev. Al Jones as Alternate.
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.

11. [22-2324](#)

Invoices Submitted for Payment

Please review the attached invoices and approve for payment:

April 4, 2022	\$35,646.59
April 11, 2022 - ACHS Renovation	\$324,107.86
April 12, 2022 - CSA	\$188,264.05
April 18, 2022	\$178,104.83
TOTAL:	\$726,123.33

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

Department: Board of Supervisors, Administration

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

12. [22-2325](#)

Minutes

Please review the following DRAFT minutes for approval:

March 21, 2022 Regular Scheduled Meeting Minutes

Department: Board of Supervisors, Administration

Documents: [March 21, 2022 BOS Meeting Minutes.pdf](#)

13. [22-2344](#)

County SNAP Fund

Please transfer by consent **\$37,699.02** from the County SNAP Fund (High School Renovation Bonds) to the General Fund and appropriate to the following:

8103-8003	ACHS Renovation 2022	\$37,699.02
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RE: Invoices paid to Capital Electric for the ACHS renovation.

STAFF RECOMMENDATION: Approve recommendation. The fund was established from the County's \$10,000,000 debt service for the High School Renovation project.

Department: Board of Supervisors, Administration

Documents: [County SNAP Fund-Invoices.pdf](#)

14. [22-2331](#)

E-911 Wireless Fund

Please transfer by consent **\$25,689.56** from the Wireless Fund to the General Fund and supplement to the following:

3606-1002	Overtime	\$23,634.23
3606-7003	Communication Equipment	\$2,055.33
TOTAL:		\$25,689.56

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

15. [22-2342](#)

Board of Supervisors

	1213-5808	DMV Stops	\$8,725.00
	RE: DMV stops performed by the Treasurer's Office.		
	STAFF RECOMMENDATION: No new local funds are required.		
	Department:	Board of Supervisors, Administration	
20.	22-2333	E-911	
	Please supplement by consent and appropriate the following:		
	3606-5504	Travel (Convention/Educ/Training	\$838.44
	RE: Reimbursement from VDEM for travel (education/training).		
	STAFF RECOMMENDATION: No new local funds are required.		
	Department:	Board of Supervisors, Administration	
21.	22-2328	Department of Social Services	
	Please supplement by consent and appropriate the following:		
	5301-2002	VRS	\$12,769.23
	5301-2006	Group Life	\$934.91
	5301-2002	ICMA-RC	\$1,349.72
		TOTAL:	\$15,053.86
	RE: Reimbursement from DSS for March, 2022 payroll deductions.		
	STAFF RECOMMENDATION: No new local funds are required.		
	Department:	Board of Supervisors, Administration	
22.	22-2327	Animal Control - Shelter	
	Please transfer by consent from the Animal Control Donations and Spay/Neuter Reserve Funds and appropriate to the following:		
	3501-5804	Donations	\$40.00
	3501-5413	Spay/Neuter Program	\$1,725.00
		TOTAL:	\$1,765.00
	STAFF RECOMMENDATION: No new local funds are required.		
	Department:	Board of Supervisors, Administration	
23.	22-2329	Sheriff's Department	
	Please supplement by consent and appropriate the following:		
	3102-1002	Overtime	\$1,350.78
	3102-5408	Vehicle Equip/Gasoline Supplies	\$5,242.12
		TOTAL:	\$6,592.90
	RE: Reimbursement from the School Board for security performed by deputies at AMS & ACHS sporting events (\$1,350.78); Reimbursement from VACORP		

Claims for damages to a 2016 Ford Explorer and 2016 Dodge Charger (\$5,012.12);

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

24. [22-2330](#)

J. Robert Jamerson Memorial Library

Please supplement by consent and appropriate the following:

7301-5411	Books	\$74.25
7301-5401	Office Supplies	\$513.75
TOTAL:		\$588.00

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

25. [22-2343](#)

School Financial Report

Attached for the Board's review is the March, 2022 month-end financial report from Dr. Annette Bennett, Superintendent and Cindy Wahrman, Interim Director of Finance.

Department: Board of Supervisors, Administration

Documents: [School March 2022 Month-End Financial Report.pdf](#)

26. [22-2351](#)

National Day of Prayer

Attached for the Board's review is a flyer from Victory Baptist Church inviting you to a "National Day of Prayer" service to be held on Thursday, May 5, 2022 at 12 noon.

Department: Board of Supervisors, Administration

Documents: [National Day of Prayer Victory Baptist Church.pdf](#)

27. [22-2352](#)

Virginia Loggers Association

Attached for the Board's review is a letter from the Virginia Loggers Association regarding off-road logging equipment.

Department: Board of Supervisors, Administration

Documents: [Virginia Loggers Association.pdf](#)

28. [22-2334](#)

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

Attached for the Board's review is a copy of the February 24, 2022 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 Meeting Minutes.pdf](#)

29. [22-2350](#)

Invitation to Hope's Legacy Equine Rescue's Animal Control Officers Open House

Attached for the Board's review is an invitation from Hope's Legacy Equine Rescue. They will be having an Animal Control Officers Open House on Wednesday, May 11, 2022 from 12 noon to 2:00 p.m. at the Castle Rock Farm in Afton, Virginia.

Department: Board of Supervisors, Administration
Documents: [Hope's Legacy Equine Rescue.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

Monday, May 16, 2022 @ 6:30 PM
Regular Scheduled Meeting
Board of Supervisors Meeting Room
171 Price Lane, Appomattox, Virginia

ADJOURNMENT