



**BOARD OF SUPERVISORS MEETING
MONDAY, APRIL 17, 2023
6:00 PM**

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

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

www.AppomattoxCountyVA.gov

BOARD OF SUPERVISORS

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

BUDGET WORK SESSION

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. [23-2683](#) **Mr. Robert Brown, VDOT Appomattox Residency Administrator**
Mr. Robert Brown, VDOT Appomattox Residency Administrator has requested to appear before the Board to present the VDOT Six-Year Plan for review.
STAFF RECOMMENDATION: After Mr. Brown's presentation, the Board should consider setting the Public Hearing for the VDOT Six-Year Plan at the May meeting. Please authorize staff to advertise a Public Hearing for the Six-Year Plan on Monday, May 15th, 2023.
Department: Board of Supervisors, Administration
2. [23-2690](#) **CAMA - Computer Aided Mass Appraisal for the Commissioner of the Revenues Office - John Spencer**
John Spencer has been working with the Commissioner of Revenue's office to identify a new CAMA assessment software. Staff interviewed several businesses. After much work, research and discussions, Mr. Spencer is prepared to discuss the project with the Board.
STAFF RECOMMENDATION: After Mr. Spencer's presentation, staff is requesting the Board's consideration to approve and appropriate funding for this project.
Department: Board of Supervisors, Administration

PUBLIC HEARING

3. [23-2693](#) **Public Hearing-Sale of Property on Swan Road**

A duly advertised public hearing has been scheduled for the Appomattox County Board of Supervisors to receive comments and consider the sale of county-owned property located on Swan Road. The property is identified as Tax Map Identification Number 93 (A) 18A and totals 1.46 acres in size. The property is located approximately 3.5 miles north of Richmond Highway on the eastern side of Swan Road in the Pamplin area. Written proposals were to be submitted to the Office of County Administration by the date of the Board of Supervisors meeting.

Staff Recommendation: After receiving public comments, authorize the disposal of the aforesaid property.

Department: Board of Supervisors, Administration

4. [23-2692](#)

Public Hearing-Utility Easement for AVFD Training Facility

A duly advertised public hearing has been scheduled for the Appomattox County Board of Supervisors to receive comments and consider granting a utility easement to the Appomattox Volunteer Fire Department on property owned by Appomattox County and located at 3007 Morning Star Road, in order to allow for the installation of electric service to a fire training facility.

Staff Recommendation: After receiving public comments, consider authorizing staff to execute the deed of easement.

Department: Board of Supervisors, Administration

ACTION ITEMS

5. [23-2682](#)

Schools Appropriation Request for FY 2022 End of Year Spending/CIP Fund

Per an agreement between the School Board and the Board of Supervisors, the School's end of year local contribution savings will be transferred to the School Capital Improvement Fund after the official audit is performed and reported to the Board of Supervisors. The amount of year end savings, verified by the FY22 Audit is \$722,602.00. Attached for the Board's review is a letter from Dr. Bennett requesting the balance of unspent funds to be transferred to the Capital Improvement Fund.

STAFF RECOMMENDATION: Consider Dr. Bennett's request to re-appropriate the FY22 end of year local fund savings to the School Capital Improvement Fund in the amount of \$722,602.00.

Department: Board of Supervisors, Administration

Documents: [Schools-CIP Fund Request.pdf](#)

6. [23-2695](#)

Resolution-Virginia Opioid Abatement Authority Grant Funds

As part of the Commonwealth of Virginia's Opioid Abatement settlement, the Opioid Abatement Authority (OAA) was established by the Virginia General Assembly in 2021 as an independent entity to abate and remediate the opioid

epidemic in the Commonwealth through financial support from the Virginia Opioid Abatement Fund. Localities receive funding from the settlement in two ways, direct disbursement and through the OAA. Each city and county in Virginia is eligible to receive a specific amount of OAA funding in accordance with the statewide MOU. In order to obtain these funds, the city or county is required to agree to certain terms and conditions, and must apply to the OAA for approval of the use of those funds ("Gold Standard" Incentive Funds). Please find attached a resolution authorizing staff to seek the OAA funding. A draft of the grant application is attached to provide you with additional information regarding the proposed use of the funding.

Staff Recommendation: A resolution has been prepared for the Board's consideration, providing signature authorization to the County Administrator, or designated staff, to complete the grant application in order to obtain the OAA funds under the "Gold Standard" program. Please consider adopting the resolution as proposed.

Department: Board of Supervisors, Administration

Documents: [Res Opioid Abatement Grant Funding-1.pdf](#)

7. [23-2689](#)

Backstreet Rods & Kustom's Car Show - Parking Request

Attached for your review is a letter from Mrs. Joy Purcell, President of Backstreet Rods and Kustom's requesting the Board's consideration to use the parking spaces on the lower level of the County Administration Office and Health Department for the Car Show on Sunday, October 15, 2023.

STAFF RECOMMENDATION: Consider approval for the use of County property for the car show on Sunday, October 15, 2023. In the past, the car show has been located in the courthouse parking lot but are willing to relocate to the newly requested space so that the Veteran's Wall of Honor and the dog tag flag can be located throughout the entire weekend in the courthouse parking lot.

Department: Board of Supervisors, Administration

Documents: [Backstreet Rods & Kustoms-Parking Request.pdf](#)

8. [23-2697](#)

Schedule FY 24 Budget Public Hearing

The Public Hearing for the FY24 "proposed" budget is tentatively scheduled to be held on Monday, May 15, 2023 at the Board of Supervisors meeting. After receiving Public Comment and making suggested changes, if needed, the Board will hold a special called meeting on Wednesday, May 24, 2023 at 6:00 pm to approve the FY 24 budget.

STAFF RECOMMENDATION: Please authorize staff to advertise the Public Hearing for the "proposed" FY 24 budget and the special called meeting.

Department: Board of Supervisors, Administration

9. [23-2694](#)

Schedule a Public Hearing-CUP220931-Verizon Wireless

Verizon Wireless, (Stuart Squier, agent, Willard D. Lancaster, property owner), has petitioned the Board of Supervisors to obtain a Conditional Use Permit for a Wireless Communication Facility to be located off Holiday Lake Road. The property is identified as Tax Map Identification Number 56 (A) 15A. At its April regular meeting, the Planning Commission voted unanimously to recommend approval of the petition with conditions and have now forwarded that recommendation to the Board for your consideration.

Staff Recommendation: Authorize staff to schedule and advertise a Public Hearing for Monday, May 15, 2023, in order for the Board of Supervisors to receive comments on the Conditional Use Permit petition.

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.

10. [23-2673](#)

Invoices Submitted for Payment

Please review the attached invoices and approve for payment:

April 3, 2023	\$58,651.71
April 14, 2023 - CSA	\$197,187.14
April 17, 2023	\$341,413.35
TOTAL:	\$597,252.20

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

Department: Board of Supervisors, Administration

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

11. [23-2674](#)

Minutes

Please review the following DRAFT minutes for approval:

March 7, 2023 Joint Work Session w/School Board

March 20, 2023 Scheduled Budget Work Session & Regular Meeting

Department: Board of Supervisors, Administration

Documents: [March 7, 2023 Joint Work Session-School Board Meeting Minutes \(1\).pdf](#), [March 20, 2023 Budget Work Session-Regular Meeting Minutes.pdf](#)

12. [23-2675](#)

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 Refunds**:

1) Refund Randall W. & Delores K. Newton **\$10,304.13** for 2016-2022 Real Estate taxes and 2021-2022 Personal Property taxes. Mr. Newton qualifies for the Veteran's Exemption.

STAFF RECOMMENDATION: Consider the above refund. Transfer by consent from the General Fund and supplement \$10,304.13 to 1209-5803. No new local funds are required.

Department: Board of Supervisors, Administration

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

13. [23-2691](#)

Circuit Court - Law Library Fund

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

2101-5804 Law Library **\$630.61**

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 by consent \$630.61 to 2101-5804.

Department: Board of Supervisors, Administration

Documents: [Law Library Fund.pdf](#)

14. [23-2680](#)

Office of Building & Housing

Please supplement by consent and appropriate the following:

3401-6001 Levy Building Permit Fees **\$277.59**

RE: 2% State levy fees collected on all building permits issued for Third Quarter (January thru March 2023) and paid to Virginia Department of Housing & Community Development.

Staff Recommendation: No new local funds are required.

Department: Board of Supervisors, Administration

15. [23-2677](#)

Animal Shelter Operations

Please supplement by consent and appropriate the following:

3501-3001 Professional Medical Services \$10,246.57

3501-5413 Spay/Neuter Program \$560.00

3501-5804 Donations \$1,127.00

TOTAL: \$11,933.57

RE: Funds received from Carey Rose Bailey-Dodson for the horses vet expenses (\$10,246.57); Funds received through adoptions (\$560.00); Donations received for Animal Shelter (\$1,127.00).

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

16. [23-2686](#)

Children's Services Act (CSA)

Please supplement by consent and appropriate the following:

5310-3001 Professional Services **\$9,837.34**

RE : Reimbursement from Appomattox Dept. of Social Services for CSA services paid.

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

17. [23-2687](#)

Treasurer's Office

Please supplement by consent and appropriate the following:

1213-5808 DMV Stops **\$8,625.00**

RE: DMV stops performed by the Treasurer's Office

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

Documents: [Treasurer DMV Stops.pdf](#)

18. [23-2679](#)

Waterline Expenses

Please supplement by consent and appropriate the following:

082-1800-
5101 Electrical Services \$567.51

082-1800-
5203 Telecommunications \$116.83

TOTAL: \$684.34

RE: Reimbursement from the Town of Appomattox for waterline expenses.

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

19. [23-2681](#)

Sheriff's Department

Please supplement by consent and appropriate the following:

3102-1002 Overtime \$3,425.64

3102-1003 Part-Time Salaries \$3,223.28

3102-5503 Travel (Susistance/Lodging) \$202.75

TOTAL: \$3,628.39

RE: Reimbursement from School Board for security performed at winter and softball sporting events (\$3,425.64); Reimbursement from School Board for extra security performed at the Schools (\$3,223.28); Reimbursement from Commonwealth of Virginia for conference Investigator Rothgeb attended (\$202.75).

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

20. [23-2678](#)

J. Robert Jamerson Memorial Library

Please supplement by consent and appropriate the following:

7301-5401	Office Supplies	\$319.00
7301-5415	Summer Reading	\$505.00
TOTAL:		\$824.00

RE: Reimbursement for Office Supplies (\$319.00); Funds received for Summer Reading Program (\$505.00).

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

21. [23-2685](#)

Department of Social Services

Please supplement by consent and appropriate the following:

015-5301-2002	VRS	\$14,866.37
015-5301-2006	Group Life	\$972.93
015-5301-2002	ICMA-RC	\$1,280.90
TOTAL:		\$17,120.20

RE: Reimbursement from DSS for March, 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

22. [23-2688](#)

School Financial Report

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

Department: Board of Supervisors, Administration

Documents: [Schools Financial Report March 2023.pdf](#)

23. [23-2676](#)

Robert E. Lee Soil & Water Conservation District Meeting Minutes

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

24. [23-2696](#)

Central Virginia Workforce Development Area VII Board Meeting Minutes

Attached for the Board's review is a copy of the Central Virginia Workforce Development Area VII Board meeting minutes for January 10, 2023.

Department: Board of Supervisors, Administration

Documents: [Central VA Workforce Development Area VII 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.

CLOSED SESSION

UPCOMING MEETINGS

Monday, May 15, 2023 @ 6:00 PM

Regular Scheduled Meeting

Board of Supervisors Meeting Room

171 Price Lane, Appomattox, Virginia

ADJOURNMENT