



**BOARD OF SUPERVISORS MEETING
MONDAY, MARCH 20, 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. Hogan
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.

WORK SESSION

FY 2024 budget discussion.

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. [23-2662](#) **Ms. Stephanie Keener, Director - Small Business Development Center**
Ms. Stephanie Keener, Director for the Small Business Development Center has requested to appear before the Board to provide an update on services and the FY 2024 funding request.

Department: Board of Supervisors, Administration
2. [23-2654](#) **Mr. Daniel Jordon, High Bridge Trail State Park & Mayor Sarah Blackwell, Town of Pamplin**
Supervisor Hogan has requested that Mr. Daniel Jordon with the High Bridge Trail State Park appear before the Board to provide an update on the trail and request a letter of support for the Park's extension into Pamplin/Appomattox County. Also, the Town of Pamplin, Mayor Sarah Blackwell is present to discuss the High Bridge Trail terminus parking lot.

Department: Board of Supervisors, Administration
3. [23-2670](#) **Mrs. Ashley Sandman, CSA Coordinator**
Mrs. Ashley Sandman, CSA Coordinator for Appomattox County has requested to appear before the Board to provide an update on CSA services.

Department: Board of Supervisors, Administration
Documents: [Appomattox CSA Services.pdf](#)

PUBLIC HEARING

4. [23-2665](#) **Public Hearing-Amendment of the Office of Building Inspections-Enforcement of State Building Code Ordinance**

A duly advertised public hearing has been scheduled for the Appomattox County Board of Supervisors to receive comments and consider proposed amendments to Appomattox County Code, Chapter 19.2-1, Office of Building Inspections. Specifically, the amendments update the code to enforce provisions of the 2018 Virginia Uniform Statewide Building Code, including the use of the 2018 International Building Code, Appendix Q of the 2018 International Residential Code, and the 2017 National Electrical Code.

Staff Recommendation: After receiving public comments, consider adoption of the amendment to Appomattox County Code, Chapter 19.2-1, Office of Building Inspections as proposed.

Department: Board of Supervisors, Administration
Documents: [Office of Building Insp-Enforcement of State Building Code Ordinance.pdf](#)

5. [23-2666](#) **Public Hearing-Amendment to Change Spout Spring Polling Place Location Address**

A duly advertised public hearing has been scheduled for the Appomattox County Board of Supervisors to receive comments and consider proposed amendment to Appomattox County Code, Chapter 3.2-12, Boundaries and Polling Places. Specifically, the amendment changes Subsection (b) Spout Spring Precinct, (2) Polling Place, by deleting 218 Ruritan Lane, Spout Spring, VA , and adding 172 Ruritan Lane, Spout Spring, VA. The polling place will continue to be referred to as Spout Spring Ruritan Building.

Staff Recommendation: After receiving public comments, consider adoption of the amendment to Appomattox County Code, Chapter 3.2-12, Boundaries and Polling Places, as proposed.

Department: Board of Supervisors, Administration
Documents: [Spout Spring Polling Place Address Change.pdf](#)

ACTION ITEMS

6. [23-2664](#) **County SNAP Fund**

Please transfer by consent **\$18,647.04** from the **County SNAP Fund (High School Renovation Bonds) to the General Fund** and appropriate the following

8103-8003	ACHS Renovation 2022	\$18,647.04
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Please transfer by consent **\$72,362.99** from the **General Fund to the County SNAP Fund** and appropriate the following:

8103-8003	ACHS Renovation 2022	\$72,362.99
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RE: Final invoices paid to Jamerson-Lewis Construction. Funds are necessary to pay the final invoices, due to a issuance cost for the bond in the amount of \$163,277.15 being deducted from the \$10,000,000.

STAFF RECOMMENDATION: Approve recommendation. Additional local funds of \$72,362.99 are required. The fund was established from the County's \$10,000,000 debt service for the High School Renovation project. Project has been completed.

Department: Board of Supervisors, Administration

7. [23-2660](#) **Appomattox Volunteer Fire Department Request**

Chief Jonathan Garrett is requesting the Board's consideration to waive the building permit fee for a temporary power source and to construct the containers for fire training. The total cost for the building permit is \$251.26 (Permit \$172.80, 2% State Levy Fee \$3.46, Zoning Permit \$75.00).

STAFF RECOMMENDATION: Consider the waiver of the building permit fee in the amount of \$251.26 for the fire training facility.

Department: Board of Supervisors, Administration

Documents: [Appomattox Fire Dept. Building Waiver Request.pdf](#)

8. [23-2661](#) **Building Official Request Request**

Attached for the Board's consideration is a letter from Mr. Lonny Hamlett, Building Official requesting that Mr. Michael Stroud be refunded for Permit #220314 in the amount of **\$906.51**. Mr. Stroud has decided that the cost is too much right now and plans to build the home within two years. His plan now is to build just a garage with an apartment over the top and live in that until he builds the house. He will submit a new construction application with plans for the garage with an apartment.

STAFF RECOMMENDATION: Per Mr. Hamlett's request, consider the refund of building permit #220314 in the amount of \$906.51.

Department: Board of Supervisors, Administration

Documents: [Construction Permit Refund Request.pdf](#)

9. [23-2671](#) **Special Event Permit Application Request - Chippy Hippy Vintage Market**

Attached for the Board's review is a Special Event Permit Application from Monica Evans for a "Chippy Hippie Vintage Market" to be held on April 29, 2023 at 3154 James River Road in Gladstone, Virginia. This is a Spring market featuring vintage and handmade artisans. There will be a food vendor on-site,

and no alcohol will be served. The event will open to the public at 10:00 a.m. and close to the public at 4:00 p.m. The Zoning Administrator, Building Official/Fire Marshall, Sheriff, Public Safety Director and the County Administrator has reviewed the application for compliance.

STAFF RECOMMENDATION: Consider approval of the Special Event Permit Application request from Monica Evans, as presented to include the bond fee waiver. Mrs. Evans will be available by telephone should the Board have any questions.

Department: Board of Supervisors, Administration

Documents: [Special Event Permit Application-Chippy Hippie Vintage Market.pdf](#)

10. [23-2667](#) **Resolution In Support of the Virginia America 250 Commission Recitals**
Attached for the Board's consideration is a Resolution in support the Virginia America 250 Commission recitals. The Appomattox Tourism Committee has agreed to serve as the local committee for the America 250th commemoration. The committee will plan and coordinate programs and events in Appomattox for the commemoration period.

Department: Board of Supervisors, Administration

Documents: [America250.pdf](#)

COMMITTEE APPOINTMENTS

11. [23-2672](#) **Horizon Board Appointment**
Attached for the Board's review is a motion letter from the Horizon Behavioral Health Board requesting you to recommend another board appointee. The Horizon Behavioral Health Board denied Appomattox County's recommendation to appoint Mrs. Ashley Sandman due to the potential for perceived or actual conflict of interest.

STAFF RECOMMENDATION: Make a recommendation to the Horizon Behavioral Health Board for another board appointee.

Department: Board of Supervisors, Administration

Documents: [Horizon-Board Appointment.pdf](#)

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.

12. [23-2644](#) **Invoices Submitted for Payment**

Please review the attached invoices and approve for payment:

March 2, 2023

\$49,334.88

March 16, 2023 - School Renovation	\$91,010.03
March 17, 2023 - CSA	\$199,744.45
March 20, 2023	\$331,631.73
TOTAL:	\$671,721.09

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

Department: Board of Supervisors, Administration

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

13. [23-2645](#)

Minutes

Please review the following DRAFT minutes for approval:

February 21, 2023 Scheduled Work Session & Regular Meeting

Department: Board of Supervisors, Administration

Documents: [February 21, 2023 BOS Meeting Minutes.pdf](#)

14. [23-2646](#)

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 Jason Keith Bowles \$179.82 for 2022 Personal Property taxes. He resides in Franklin County and paid taxes there.

2) Refund Mary Rose Christian \$52.36 for 2021 Personal Property taxes. She paid taxes to Roanoke City and Appomattox County in 2021. Resides in Roanoke City.

STAFF RECOMMENDATION: Consider the above refunds. Transfer by consent from the General Fund and supplement \$232.18 to 1209-5803. No new local funds are required.

Department: Board of Supervisors, Administration

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

15. [23-2656](#)

Courthouse Security Fund

Please transfer by consent **\$13,443.83** from the Courthouse Security Fund and supplement to 3102-1006 Courthouse Security Position.

STAFF RECOMMENDATION: Transfer by consent \$13,443.83 from the Courthouse Security Fund and supplement to 3102-1006 Courthouse Security Position.

Department: Board of Supervisors, Administration

16. [23-2668](#)

Fire Program Funds

Please supplement by consent and appropriate the following:

3201-5609	Fire Program Funds - Appomattox	\$1,902.50
3201-5610	Fire Program Funds - Pamplin	\$1,902.50

TOTAL: \$3,805.00

RE: The budget reflected a total amount of \$52,702.00 in funds to be distributed to the AVFD and the PVFD. A total of \$56,507.00 was received from the Department of Fire Programs.

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

17. [23-2650](#) **Commonwealth's Attorney Office**

Please supplement by consent and appropriate the following:

2201-5401 Office Supplies **\$642.60**

RE : Refund from Sharp Electronics Corporation, Invoice #3108361002, dated 9/29/2021.

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

Documents: [Commonwealth's Attorney Supplemental Request.pdf](#)

18. [23-2669](#) **Treasurer's Office**

Please supplement by consent and appropriate the following:

1213-5808 DMV Stops **\$3,675.00**

RE: DMV stops performed by the Treasurer's Office

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

19. [23-2659](#) **Sheriff's Department**

Please supplement by consent and appropriate the following:

3102-1002 Overtime **\$1,081.95**

3102-5401 Office Supplies **\$100.00**

TOTAL: \$1,181.95

RE: Reimbursement from ACHS for security performed ACHS sporting events (\$1,081.95); FOIA request (\$100.00).

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

20. [23-2651](#) **E911 Center**

Please supplement by consent and appropriate the following:

3606-5504 Travel (Convention/Educ/Training **\$955.44**

RE: Reimbursement from VDEM for training.

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

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21. [23-2663](#) **Clerk of the Circuit Court**
Please supplement by consent and appropriate the following:
2106-3002 Professional Services **\$32,639.50**
RE: Reimbursement from the State Library of Virginia Circuit Court Records Preservation Program Grant (CCRP).
STAFF RECOMMENDATION: No new local funds are required.
Department: Board of Supervisors, Administration
22. [23-2652](#) **Registrar Office**
Please supplement by consent and appropriate the following:
1302-5201 Postage **\$349.20**
RE: Reimbursement from the State for postage.
STAFF RECOMMENDATION: No new local funds are required.
Department: Board of Supervisors, Administration
23. [23-2653](#) **Animal Shelter Operations**
Please supplement by consent and appropriate the following:
3501-5413 Spay/Neuter Program \$1,250.00
3501-5804 Donations \$341.20
TOTAL: \$1,591.20
RE: Funds received through adoptions (\$1,060.00) and restitution for animal boarding charges (\$190.00); Donations received for Animal Shelter (\$25.00) and the Sale of DMV animal friendly plates (\$316.20).
STAFF RECOMMENDATION: No new local funds are required.
Department: Board of Supervisors, Administration
24. [23-2648](#) **Waterline Expenses**
Please supplement by consent and appropriate the following:
082-1800-5101 Electrical Services \$647.27
082-1800-5203 Telecommunications \$58.88
TOTAL: \$706.15
RE: Reimbursement from the Town of Appomattox for waterline expenses.
STAFF RECOMMENDATION: No new local funds are required.
Department: Board of Supervisors, Administration
25. [23-2649](#) **Department of Social Services**
Please supplement by consent and appropriate the following:
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015-5301-2002	VRS	\$15,500.93
015-5301-2006	Group Life	\$1,016.83
015-5301-2002	ICMA-RC	\$1,379.18
TOTAL:		\$17,896.94

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

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

26. [23-2647](#)

J. Robert Jamerson Memorial Library

Please supplement by consent and appropriate the following:

7301-5401	Office Supplies	\$701.25
7301-5411	Books	\$15.99
7301-5415	Summer Reading	\$250.00
TOTAL:		\$967.24

RE: Reimbursement for Office Supplies (\$701.25); Reimbursement from Book Sales (\$15.99); Funds received for Summer Reading Program (\$250.00).

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

27. [23-2658](#)

Appomattox County High School Open House for PPEA Building Project

Attached for the Board's review is an invitation from the Appomattox County School Board to attend the ACHS PPEA Building Project Open House on Sunday, March 26, 2023 at 3:00 p.m.

Department: Board of Supervisors, Administration

Documents: [ACHS PPEA Building Project Open House.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, April 17, 2023 @ 6:00 PM
Regular Scheduled Meeting
Board of Supervisors Meeting Room
171 Price Lane, Appomattox, Virginia

ADJOURNMENT