



**BOARD OF SUPERVISORS MEETING
MONDAY, DECEMBER 20, 2021
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

BOARD OF SUPERVISORS

Call to Order
Pledge of Allegiance
Invocation - Mr. Abbitt
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.

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. [21-2193](#) **Mr. Jay Sanudo, Auditor - Robinson, Farmer, Cox Associates**
Mr. Jay Sanudo, Auditor with Robinson, Farmer, Cox Associates has requested to appear before the Board to present the FY 2021 final audit report.

Department: Board of Supervisors, Administration
2. [21-2201](#) **Ms. Robin Snyder, Superintendent - Appomattox Court House National Historical Park**
Ms. Robin Snyder, Superintendent with the Appomattox Court House National Historical Park has requested to appear before the Board to provide an update on the park's accomplishments for FY 2021 and FY 2022 projects and programs.
Department: Board of Supervisors, Administration
3. [21-2215](#) **Mrs. Kim Ray, Treasurer - Town of Appomattox MOU for COVID-19 Municipal Utility Relief Program**
Mrs. Kim Ray, Treasurer for the Town of Appomattox has requested to appear before the Board to discuss a Memorandum of Understanding for COVID-19 Municipal Utility Relief Program implementation. The Town of Appomattox has been awarded \$12,978.84 in COVID-19 funds to assist with municipal utility customer relief for all eligible customers in the Town of Appomattox. These funds are pass through funds from the locality (Appomattox County) as Fiscal Agent to the Town of Appomattox, in which the agreement explains the responsibility of both parties.
STAFF RECOMMENDATION: Consider approval of the MOU between the County and the Town of Appomattox requesting the County to act as fiscal agent for the COVID-19 Municipal Utility Relief Program implementation.
Department: Board of Supervisors, Administration

Documents: [MOU with Town of Appomattox Utility Funds.pdf](#)

4. [21-2216](#)

Emergency Operations Plan (EOP) Update & Resolution for the Emergency Operations Plan

Mr. Bobby Wingfield, Public Safety Director has requested to appear before the Board to discuss updates to the Emergency Operations Plan (EOP), which is updated every 4 years.

Also, attached for the Board's review and consideration for adoption is the Resolution supporting Appomattox County's updated Emergency Operations Plan for 2021, as presented by Mr. Bobby Wingfield, Emergency Management Coordinator.

STAFF RECOMMENDATION: Consider adoption of the Resolution supporting Appomattox County's updated Emergency Operations Plan.

Department: Board of Supervisors, Administration

Documents: [Emergency Operations Plan Update.pdf](#)

5. [21-2209](#)

Retirement of George Johnson Resolution

George Johnson, Maintenance Foreman for Appomattox County will retire on December 31, 2021 after having served the citizens of Appomattox County for over 21 years.

STAFF RECOMMENDATION: Adopt the attached resolution recognizing George Johnson for his over 21 years of outstanding service to Appomattox County.

Department: Board of Supervisors, Administration

Documents: [Resolution for George Johnson.pdf](#)

ACTION ITEMS

6. [21-2212](#)

Organizational Meeting

Please schedule the 2022 Organizational Meeting of the Board. A recommendation from staff is to consider the first working day of the new year which is Monday, January 3rd at 6:00pm.

STAFF RECOMMENDATION: Consider approval of scheduling the Board Organizational meeting for Monday, January 3, 2022 at 6:00 pm. At the Organizational meeting, the only business to be conducted is the election of the Chair, Vice Chair, and Board Clerk, adoption of the By-Laws and Rules of Procedure as well as setting of the meetings date, time and location.

Department: Board of Supervisors, Administration

7. [21-2213](#)

2022 Holiday Schedule

Attached for the Board's approval is the 2022 Holiday Schedule for Appomattox County employees. (Staff has included a copy of the Commonwealth of Virginia

2022 Pay and Holiday calendars that the County aligns with for employee benefits).

STAFF RECOMMENDATION: Adopt the 2022 Holiday Schedule for Appomattox County employees.

Department: Board of Supervisors, Administration

Documents: [2022 Holiday Schedules.pdf](#)

8. [21-2214](#)

2021 Redistricting Update

The Redistricting Committee has completed its review of the 2020 Census data as it applies to local election districts. The Committee has selected a "Leading Alternative Plan" to recommend to the Board of Supervisors. Attached you will find the plan, "Option 6", which shows the changes, along with the Option 6 Report detailing the demographic data for each Supervisor district. Each district must be within 5% of the "ideal district population", which according to the 2020 Census data for Appomattox County, is 3,224 residents. Option 6 achieves this goal with two districts (Courthouse and Wreck Island) being within 1.09% and two districts (Falling River and Piney Mountain) being closer to the ideal maximum of 5% (4.40% and -4.22%, respectively). Appomattox River District is 2.39% under the ideal district population. There can be no greater than a 10% overall deviation from the most populated district to the least populated district. In Option 6, Falling River District is the most populated district with 3,366 residents, while Piney Mountain District, is the least populated with 3,088 residents, creating a maximum deviation of 8.62%. The average deviation between districts is 2.64% or 85 residents. Staff has also attached a precinct level map with the accompanying demographic data for informational purposes. Prior to the adoption of the Redistricting Plan, the Board of Supervisors must hold a public hearing to receive comments and the plan must be submitted to the Attorney General's office for screening.

Staff Recommendation: Please review and consider accepting the recommendation of the Redistricting Committee for Option 6 as the "Leading Alternative Plan" and authorize staff to schedule a duly advertised public hearing for the Tuesday, January 18, 2022 regular meeting of the Board of Supervisors.

Department: Board of Supervisors, Administration

Documents: [2021 Option 6 BoS version 12152021.pdf](#), [2021 Option 6 Report.pdf](#), [2021 Precincts 12132021v2.pdf](#), [2021 Precinct Report 12132021v2.pdf](#)

9. [21-2210](#)

Registrar's Budget Transfer Request

Patricia Morton, General Registrar has requested the Board's approval to transfer by consent **\$500.00** from **1302-5201 Postage** and supplement to **1302-7001 Equipment**.

RE: The transfer of these funds are to cover above-budget spending to get a better computer for Early Voting and a desk for a third assistant.

Department: Board of Supervisors, Administration

Documents: [Registrar's Transfer Request.pdf](#)

10. [21-2204](#)

Commissioner of the Revenue Refunds Request

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

1) Refund Madison Nicole Gray **\$197.48** for 2021 Personal Property taxes. She resides in Campbell County.

STAFF RECOMMENDATION: Consider the above refund and supplement \$197.48 to 1209-5803 Refunds. No new local funds are required.

Department: Board of Supervisors, Administration

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

COMMITTEE APPOINTMENTS

11. [21-2200](#)

Central Virginia Planning District Commission

Please appoint John Spencer as Mr. Hipps' alternate to the Central Virginia Planning District Commission.

STAFF RECOMMENDATION: Please considering the appointment of John Spencer to the Central Virginia Planning District Commission. Mr. Hipps currently serves as the Appomattox County Board of Supervisors representative and Ms. Adams as his alternate. No term limits.

Department: Board of Supervisors, Administration

12. [21-2205](#)

Planning Commission Appointments

Please consider the reappointment of Mr. Steve Conner and Mr. George Almond for another 4-year term ending December 31, 2025 on the Planning Commission. Mr. Conner and Mr. Almond are willing to serve another term, if reappointed.

STAFF RECOMMENDATION: Reappoint Mr. Steve Conner and Mr. George Almond to the Appomattox County Planning Commission for another 4-year term, ending December 31, 2025.

Department: Board of Supervisors, Administration

13. [21-2206](#)

Board of Building Code Appeals Appointments

Please consider the reappointment of Mr. Michael Barney and Mr. Robert Stephens for another 4-year term, ending December 31, 2025 on the Board of Building Code Appeals. Mr. Barney and Mr. Stephens are willing to serve another term if reappointed.

STAFF RECOMMENDATION: Consider reappointment of Mr. Michael Barney and Mr. Robert Stephens for another 4-year term ending December 31, 2025.

Department: Board of Supervisors, Administration

14. [21-2207](#)

Economic Development Authority Appointment

Please consider the reappointment of Mr. Gary Tanner for another 4-year term ending December 31, 2025 on the Economic Development Authority. Mr. Tanner is willing to serve another term if reappointed.

STAFF RECOMMENDATION: Reappoint Mr. Gary Tanner to the Appomattox County Economic Development Authority for another 4-year term, ending December 31, 2025.

Department: Board of Supervisors, Administration

15. [21-2208](#)

Board of Zoning Appeals Appointment

Please consider the reappointment of Mr. Earl Pickett for another 5-year term ending December 31, 2026 on the Board of Zoning Appeals. Mr. Pickett is willing to serve another term if reappointed.

STAFF RECOMMENDATION: Reappoint Mr. Earl Pickett for another 5-year term ending December 31, 2026.

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.

16. [21-2185](#)

Invoices Submitted for Payment

Please review the attached invoices and approve for payment:

December 3, 2021	\$32,872.23
December 17, 2021 - CSA	\$204,341.63
December 20, 2021	\$453,187.82
TOTAL:	\$690,401.68

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

Department: Board of Supervisors, Administration

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

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17. [21-2186](#) **Minutes**
Please review the following DRAFT minutes for approval:
November 16, 2021 Regular Board of Supervisors Meeting
Department: Board of Supervisors, Administration
Documents: [November 16, 2021 BOS Meeting Minutes.pdf](#)
18. [21-2192](#) **Litter Prevention and Recycling Grant**
Please supplement by consent and appropriate the following:
4205-5413 Litter Grant **\$3,084.00**
RE: Litter Prevention and Recycling Grant funds received in the amount of \$10,844.00, difference of \$3,084.00 in budget amount of \$7,760.00.
STAFF RECOMMENDATION: No new local funds are required.
Department: Board of Supervisors, Administration
19. [21-2190](#) **Sheriff's Department**
Please supplement by consent and appropriate the following:
3102-1002 Overtime **\$2,747.58**
3102-5408 Vehicle Equip/Gasoline **\$385.00**
Supplies
TOTAL: \$3,132.58
RE: Reimbursement from the School Board for security performed by deputies at High School sporting events (\$2,747.58); Reimbursement from Amanda Hutton Elliott for towing bill (\$150.00); Reimbursement from VACORP for repairs to 2016 Dodge Charger (\$235.00).
STAFF RECOMMENDATION: No new local funds are required.
Department: Board of Supervisors, Administration
20. [21-2198](#) **DARE Program**
Please supplement by consent and appropriate the following:
3106-5401 Office Supplies **\$1,500.00**
RE: Donation received from Social Services Special Welfare Fund for the DARE program.
STAFF RECOMMENDATION: No new local funds are required.
Department: Board of Supervisors, Administration
21. [21-2202](#) **Animal Control**
Please supplement by consent and appropriate the following:
3501-5101 Electrical Services **\$99.85**
RE: Reimbursement from Southside Electrical Cooperative for Capital credits.
STAFF RECOMMENDATION: No new local funds are required.
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22. [21-2203](#) Department: Board of Supervisors, Administration
Landfill/Convenience Centers
Please supplement by consent and appropriate the following:
4205-5101 Electrical Services **\$193.22**
RE: Reimbursement from Southside Electric Cooperative for Capital credit.
STAFF RECOMMENDATION: No new local funds are required.
23. [21-2189](#) Department: Board of Supervisors, Administration
Children's Services Act
Please supplement by consent and appropriate the following:
5310-3001 Professional Services **\$3,054.71**
RE: Reimbursement from the Department of Social Services for services paid with CSA funds.
STAFF RECOMMENDATION: No new local funds are required.
24. [21-2188](#) Department: Board of Supervisors, Administration
J. Robert Jamerson Memorial Library
Please supplement by consent and appropriate the following:
7301-5411 Books \$98.74
7301-5401 Office Supplies \$343.99
TOTAL: \$442.73
STAFF RECOMMENDATION: No new local funds are required.
25. [21-2211](#) Department: Board of Supervisors, Administration
Circuit Court - Law Library
Please transfer by consent **\$1,111.13** from the Law Library Fund to the General Fund and supplement to the following:
2101-5804 Law Library **\$1,111.13**
RE: Purchase of law books by the Circuit Court Clerk for the Law Library.
STAFF RECOMMENDATION: No new local funds are required.
26. [21-2191](#) Department: Board of Supervisors, Administration
Waterline Expenses
Please supplement by consent and appropriate the following:
082-1800-5101 Electrical Services \$939.64
082-1800-5203 Telecommunications \$170.87
TOTAL: \$1,110.51
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RE: Reimbursement from the Town of Appomattox for waterline electrical and telecommunication expenses.

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

27. [21-2187](#)

Department of Social Services

Please supplement by consent and appropriate the following:

5301-2002	VRS	\$13,265.49
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5301-2006	Group Life	\$975.66
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5301-2002	ICMA-RC	\$1,516.97
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TOTAL:		\$15,758.12
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RE: Reimbursement from DSS for November, 2021 payroll deductions.

Department: Board of Supervisors, Administration

ITEMS REMOVED FROM CONSENT

ATTORNEY'S REPORT

28. [21-2197](#)

Gaming Machine Prosecutions

The County Attorney is prepared to discuss an email from Les Fleet, Commonwealth's Attorney, concerning penalties imposed on businesses that still have skills of game machines in their place of business.

Department: Board of Supervisors, Administration

Documents: [Gaming Machine Prosecutions Email.pdf](#), [County Attorney - Gambling.pdf](#)

ADMINISTRATOR'S REPORT

REPORTS AND INFORMATIONAL ITEMS

29. [21-2199](#)

Treasurer Tax Collection Reports for Personal Property and Real Estate

Attached for the Board's review are tax collection reports for 2021 Personal Property and Real Estate taxes. Also, included are the tax collection comparison reports for 2020 and 2019 Personal Property and Real Estate taxes.

Department: Board of Supervisors, Administration

Documents: [Treasurer's Tax Collection Report.pdf](#)

30. [21-2194](#)

School Financial Reports

Attached for the Board's review are the October & November 2021 month-end financial reports from Dr. Annette Bennett, Superintendent and Bruce R. McMillian, Director of Finance.

Department: Board of Supervisors, Administration

Documents: [School Financial Reports Oct & Nov 2021.pdf](#)

31. [21-2195](#)

Appomattox Volunteer Fire Department - Fire Engine 1 Dedication Ceremony

Attached for the Board's review is an invitation to attend the fire engine dedication ceremony on Saturday, January 8, 2022 at 11:00 a.m. The ceremony will be held at the fire station located at 719 Confederate Blvd.

Department: Board of Supervisors, Administration

Documents: [Appomattox Fire Dept Dedication Ceremony.pdf](#)

32. [21-2196](#)

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

Attached for the Board's review is a copy of the October 28, 2021 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 Minutes.pdf](#)

33. [21-2218](#)

The American Civil War Museum

Attached for the Board's review is a letter from Mr. Patrick Daughtry, Chief Advancement Officer with The American Civil War Museum thanking the Board for the donation of \$5,000.00.

Department: Board of Supervisors, Administration

Documents: [The American Civil War Museum.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, January 3, 2022 @ 6:00 PM

Organizational Meeting

Board of Supervisors Meeting Room

171 Price Lane, Appomattox, Virginia

Tuesday, January 18, 2022 @ 6:30 PM

Regular Scheduled Meeting

Board of Supervisors Meeting Room

171 Price Lane, Appomattox, Virginia

ADJOURNMENT