

**BOARD OF SUPERVISORS  
REGULAR SCHEDULED MEETING  
MONDAY, DECEMBER 18, 2023  
6:00 P.M.**

The Appomattox County Board of Supervisors held its regular scheduled meeting on Monday, December 18, 2023, at 6:00 p.m. in the Board of Supervisors meeting room located at 171 Price Lane, Appomattox, Virginia.

**Appomattox County Board of Supervisors**

**Present:**

|                      |                           |
|----------------------|---------------------------|
| Samuel E. Carter     | Courthouse District       |
| William H. Hogan     | Appomattox River District |
| John F. Hinkle       | Falling River District    |
| Trevor L. Hipps      | Wreck Island District     |
| Alfred L. Jones, III | Piney Mountain District   |

**Also, Present:**

Susan M. Adams, County Administrator  
Tom Lacheney, County Attorney  
Johnnie Roark, Planning/Zoning/Economic Administrator/Deputy Director of Operations  
Janet McConville, Finance Specialist II  
Wanda McCormick, Finance Specialist III  
Ace Bailey, Information Technology Systems Mgr.

**CALL TO ORDER** – Chairman Carter called the meeting to order at 6:00 p.m.

Pledge of Allegiance

Invocation – Rev. Jones

**SETTING OF AGENDA**

Susan Adams requested that the agenda be amended to include a discussion on a budget request and additional holiday request by Sheriff-elect Robby Richardson. Chairman Carter added this request as item 2A. Chairman Carter also requested that the agenda be amended to add discussion of the Eternal Flame as 2B, the discussion of an addition to the holiday calendar of December 26, 2023, as 2C, and discussion of resolutions for the Appomattox County High School Volleyball Team state champions as 2D.

Motion made by Mr. Jones, seconded by Mr. Hinkle and carried with all other members present, voting yes to approve the agenda, as amended.

**SWEARING CEREMONY**

Ms. Janet Hix, Circuit Court Clerk, was present to swear in the newly-elected Board members, Mr. Hipps and Mr. Wolfskill. Mr. Hinkle will be sworn in at a later date.

**CITIZEN PUBLIC COMMENT PERIOD**

Robby Richardson, Sheriff-elect, addressed the Board requesting the County employees receive the additional holidays as the court system (Dec. 26, 2023 and Jan. 2, 2024). Mr.

Richardson also requested that additional funds of \$10,000 be added to the Sheriff's budget in order to offer a higher starting salary for two open deputy positions. The proposed higher salary is due to the experience and certifications obtained by these candidates.

### **APPEARANCES**

Mr. Aaron B. Hawkins, CPA, of Robinson, Farmer, Cox Associates presented the FY2023 final audit report.

### **PUBLIC HEARING**

At 6:21 p.m. after due notice was given, Chairman Carter called the Public Hearing to order to receive public comments on CUP230666-F.B. Litchford, Jr.

Jody McChesney of 2295 Richmond Hwy., Spout Spring, VA 24593, addressed the Board expressing her concerns referencing the proposed CUP230666-F.B. Litchford, Jr.

Carlton Thompson of 2487 Richmond Hwy., Spout Spring, VA 24593, addressed the Board expressing his concerns referencing the proposed CUP230666-F.B. Litchford, Jr.

Kevin Baily, representative of the property owner, F.B. Litchford, Jr., addressed the Board explaining intended improvements noted in CUP230666.

County Attorney Tom Lacheney also addressed the Board to explain the intended purpose of CUP230666.

The Public Hearing was closed at 6:59 p.m. after receiving no further public comments.

**Public Hearing, CUP230666-F.B. Litchford, Jr.**

### **A RESOLUTION GRANTING A CONDITIONAL USE PERMIT (230666) IN THE WRECK ISLAND DISTRICT FOR F. B. LITCHFORD, JR. (APPLICANT/PROPERTY OWNER), M. KEVIN BAILEY (AGENT), TO LOCATE AN AUTOMOBILE GRAVEYARD AND SCRAP & SALVAGE SERVICES BUSINESS OFF OF RICHMOND HIGHWAY IN THE SPOUT SPRING COMMUNITY**

**WHEREAS**, F. B. Litchford, Jr. (Property Owner), M. Kevin Bailey (Agent) have applied for a conditional use permit to locate an Automobile Graveyard and Scrap & Salvage Services business off Richmond Highway in the Spout Spring community. The properties zoning are M-1, Industrial Zoning District. The properties are further identified as Tax Map Identification Number 61 (A) 27 and 61 (A) 28, and are located on the north side of Richmond Highway near the intersection of Hummingbird Lane in the Spout Spring community; and

**WHEREAS**, the land use "Automobile Graveyard" is a conditional use within the M-1, Industrial Zoning District; and

**WHEREAS**, the land use "Scrap & Salvage Services" is a conditional use within the M-1, Industrial Zoning District; and

**WHEREAS**, the petition was referred to the Planning Commission, which held a duly advertised and noticed public hearing on October 11, 2022, and the Planning Commission received several comments from the general public; and

**WHEREAS**, in response to these comments, F. B. Litchford, Jr. requested the petition to be tabled in order to review these concerns, review the proposed conditions, and have the property surveyed, as a means to satisfy community concerns; and

**WHEREAS**, in November of 2023, the Planning Commission weighed the information related to the zoning, land use, transportation, environment, the comprehensive plan, comments from the public, and other factors; and found that for reason of public necessity, convenience, general welfare, and good zoning practice, the Planning Commission recommends approval of the petition with the following conditions;

1. The Automobile Graveyard and Scrap and Salvage Services facility (herein, "facility") will be constructed and operated in general conformance with a concept plan to be submitted no later than ninety (90) days after Board of Supervisors approval, if granted.
  - a. The Concept Plan shall be prepared by a professional engineer or surveyor licensed in the Commonwealth of Virginia.
  - b. The Concept Plan will reflect and include all conditions as set forth herein.
  - c. The Concept Plan shall identify by graphic depiction and by metes and bounds description, the designated Facility Area.
  - d. The Concept Plan shall be in general conformance with §19.6-45 and provide a general depiction of the proposed development's layout to include, but not limited to, boundaries, tax map identification number, property owner information, current zoning, current land use, access point(s), driveways, crossovers, adjoining roads/streets and route numbers, buffers, screening, and/or fencing, location of proposed or existing signs, parking layout with spaces, building location with setbacks, height of building, finished floor area, date of drawing, name of preparer, legend of all symbols, scale, general vicinity map, and adjoining property owners and tax map identification numbers.
2. This Conditional Use Permit, if granted, replaces and supersedes the Conditional Use Permit granted to the property owner for Tax Map Identification Number 61 (A) 28 (Trailer Storage) in 1995.
3. Facility Area:
  - a. At no point shall the facility be any closer to the public right of way (Richmond Highway, Route 460) than 30 feet, as measured from the front property line to the front edge of the Facility Area. All vehicles, equipment, trailers, storage units, buildings, salvage material, metal, and tires currently located outside of this area shall be moved and relocated to a location within the designated Facility Area within one-hundred twenty (120) days of the approval date of the Concept Plan.
  - b. The Facility Area does not include the residence (1929 Richmond Highway), immediate area around the residence used for personal use, or personal use vehicles of the property owner.
4. Setbacks:
  - a. On Tax Map Identification Number 61 (A) 27, no portion of the facility, which includes, but is not limited to all vehicles, equipment, trailers, storage units, buildings, salvage material, metal, and tires; shall be stored, located, or positioned

outside of the following setback lines: Front= 30 feet from the front property line, rear= 35 feet from the rear property line, and on the western end, there will be no side setback against the existing fence line.

- b. On Tax Map Identification Number 61 (A) 28, all portions of the facility, which includes, but is not limited to all vehicles, equipment, trailers, storage units, buildings, salvage material, metal, and tires, shall be stored, located, or positioned outside of the following setback lines: Front= 30 feet from the front property line, rear= 35 feet from the rear property line and there is no side setback on the eastern end due to the shape of the lot.
5. The facility shall not be open to the general public for self-service parts removal, order placement and pickup, or other purposes which would result in general public traffic to and from the property. This condition shall not restrict the delivery of vehicles to the property from licensed salvage dealers, licensed tow-truck operators, the removal of stripped vehicles for disposal, or shipments to and from the property in association with emergency operations related to bona-fide activity initiated by law enforcement.
6. Outside Agency/Environmental:
  - a. Access to the facility shall be limited to one access point for Tax Map Identification Number 61 (A) 27 and one access point from Tax Map Identification Number 61 (A) 28. Each access point will be reviewed and approved by the Virginia Department of Transportation (VDOT). Any improvements recommended by VDOT shall be required to be implemented within six (6) months of said recommendation and must be included on the Concept Plan required by Condition #1.
  - b. All vehicle fluid draining shall be required to take place either off-site, in an enclosed building or on a concrete pad suitably constructed to provide adequate catchment of fluids to meet all requirements of the Virginia Department of Motor Vehicles Salvage Yard Permitting Requirements and/or the Virginia Department of Environmental Quality Virginia Pollutant Discharge Elimination System general permit issued by the State Water Control Board. If vehicle fluid drainage occurs at the facility, then the petitioner shall make application to DMV and DEQ for all necessary permits within one-hundred twenty (120) days of CUP approval, if granted.
  - c. All petroleum products, anti-freeze, and hazardous materials, shall be disposed of in accordance with Virginia Statewide Fire Prevention Code and all applicable federal and state laws, regulations, and requirements.
7. Buffering/Screening:
  - a. The facility shall be delineated by a screening on all sides, located between the property line and the setback line. The side and rear screening shall consist of any combination of existing trees/woods, fencing, or other material suitable to shield the use from any adjoining property not under common ownership in either leaf-on or leaf-off conditions. Empty or bare areas must be supplemented with in-kind vegetation. This screening shall be a minimum of four (4) feet tall at time of planting and eight (8) feet in height at time of maturity.

- b. The screening along the frontage, which is defined as lands associated with Tax Map Identification Numbers 61 (A) 27 and 61 (A) 28 adjoining or visible from Richmond Highway (US Route 460), shall be screened as follows:
- i. Tax Map Identification Number 61 (A) 27 shall be screened by the existing vegetative buffer, so long as all portions of the facility meet Condition # 4a. If Condition # 4a is not able to be met, then an opaque perimeter fence or an earthen berm, with the exception of the access point, as approved by VDOT, shall be installed. If a fence is utilized, then it shall be eight (8) feet in height, with the exception of the access point as approved by VDOT. If an earthen berm is used, then the berm shall be no less than three (3) feet in height with suitable vegetation on top of the berm to reach a minimum total height of eight (8) feet at the time of maturity. The top of berm shall be a minimum width of three (3) feet to support vegetation. Berm vegetation shall consist of evergreen trees no less than four (4) feet tall at time of planting, planted every twenty (20) foot.
  - ii. Tax Map Identification Number 61 (A) 28 shall be screened by an opaque perimeter fence or an earthen berm. If a fence is utilized, then it shall be eight (8) feet in height, with the exception of the access point as approved by VDOT. If an earthen berm is used, then the berm shall be no less than three (3) feet in height with suitable vegetation on top of the berm to reach a minimum total height of eight (8) feet at the time of maturity. The top of berm shall be a minimum width of three (3) feet to support vegetation. Berm vegetation shall consist of evergreen trees no less than four (4) feet tall at time of planting, planted every twenty (20) foot. The fence or berm shall start at the eastern convergence of the setback lines and run in a westerly direction parallel to Richmond Highway (Route 460) for approximately 500 feet to the edge of the existing woods.
  - iii. If a fence is installed, then it shall be faced with either, (a) aluminum or galvanized steel panels and coated with a non-reflective neutral earth-tone color, or (b) a chain link fence with a privacy screen of a neutral earth-tone color. This fencing shall be located in the front setback area, not more than 30 feet from the front property line, and constructed in accordance with VDOT clear zone requirements.
  - iv. Along the front of the fence/berm, in the setback area, a vegetative buffer shall be planted. The vegetative buffer shall consist of creative groups of large and small shrubs, evergreen and deciduous trees. The number of shrubs shall be calculated using the length of frontage; one (1) large shrub per twenty (20) feet of frontage and two (2) small shrubs per twenty (20) feet of frontage and trees shall be enumerated as one (1) per twenty (20) feet of frontage. This calculation shall provide the total number of plantings to be installed in creative groupings. Large shrub is defined as being 3 gallon or larger at time of planting, small shrub is defined as being 1 gallon or larger at time of planting and trees shall be a minimum of four (4) feet tall at time of planting.

- v. The property owner shall be responsible to maintain the screening and vegetative buffer in perpetuity, including replacement of any trees and shrubs that die. The screening and buffer shall be installed no later than one-hundred eighty (180) days from the CUP approval date, if granted.
- 8. Vertical stacking of vehicles shall not be permitted at the facility where they are visible from the public right of way or adjacent properties.
- 9. Hours of Operation:
  - a. Hours of operation shall be between 7:00 a.m. to 7:00 p.m. Monday through Saturday, no Sunday hours, including vehicle deliveries and vehicle hauling to and from the property. This condition shall not restrict the delivery of vehicles to the property associated with emergency operations related to bona-fide activity initiated by law enforcement.
- 10. Any business sign shall be located a minimum of ten (10 feet) from the property line along Richmond Highway and shall be monument style. No electronic message signs will be permitted.
- 11. Any vehicle crusher, storage racks, or other outdoor equipment shall not exceed ten (10) feet in height.
- 12. Travelways through the facility shall be maintained generally in good condition, clear of debris and/or salvage material, to allow for fire and emergency vehicle access.
- 13. Within thirty (30) days of CUP approval, if granted, the property owner shall post a Performance Bond in the amount of \$100,000.00 (One-Hundred Thousand dollars and 00 cents). Said surety will be held by the County of Appomattox until Conditions 1 through 12 have been satisfactorily completed. Once mutually agreed that all conditions have been met, the bond will be released in its entirety within thirty (30) days. If, after twelve (12) months, any condition(s) have not been met, the property owner will be notified to cease operation at this location and the bond will be called to mitigate outstanding conditions.
- 14. This Conditional Use Permit may be revoked or conditions modified for violations of these conditions or any applicable local, state or federal law, ordinance, or regulation after the property owner has been notified in writing by the County or appropriate agency, of the violation(s) and the applicant given an opportunity to cure the violation(s).

**WHEREAS**, the petition has been duly advertised and noticed for public hearing before the Board of Supervisors on December 18, 2023, with said public hearing being held and comments received; and

**WHEREAS**, the Board of Supervisors concurs with the recommendation of the Planning Commission and finds that the proposed use is consistent with the comprehensive plan, the zoning ordinance, and good zoning practice and would generally promote the health, safety, and general welfare of the public;

**NOW, THEREFORE BE IT RESOLVED**, the Board of Supervisors hereby grants F. B. Litchford, Jr. (Applicant/property owner), M. Kevin Bailey (agent), a conditional use permit, including said conditions, to locate an Automobile Graveyard and Scrap & Salvage Services business on property herein described.

Motion made by Mr. Hipps, seconded by Mr. Hinkle to adopt the Resolution with the Planning Commission's recommendation to approve the CUP230666 for F.B. Litchford, Jr. Chairman Carter called for a roll call vote: Mr. Hipps-yes; Mr. Jones-yes; Mr. Hinkle-yes; Mr. Hogan-no; Mr. Carter-yes.

## **Action Items**

### **Organizational Meeting**

Motion made by Mr. Hipps, seconded by Mr. Hogan, and carried with all other members present voting yes to authorize staff to schedule and advertise the organizational meeting of the Board on Tuesday, January 2, 2024 at 6:00 p.m.

### **2024 Holiday Schedule**

Motion made by Mr. Hipps, seconded by Rev. Jones, and carried with all other members present voting yes to adopt the 2024 Holiday Schedule for Appomattox County employees as presented, and included December 23, 2024, as an additional County holiday.

## **APPOMATTOX COUNTY 2024 HOLIDAY SCHEDULE**

**January 1 - New Year's Day**

**January 15 - Martin Luther King, Jr. Day**

**February 19 - George Washington Day**

**May 27 - Memorial Day**

**June 19 - Juneteenth**

**July 4 - Independence Day**

**September 2 - Labor Day**

**October 14 - Columbus Day**

**November 5 - Election Day**

**November 11 - Veterans Day**

**November 27 - Thanksgiving Holiday – 4 hrs.**

**November 28 - Thanksgiving Holiday**

**November 29 – Thanksgiving Holiday**

**December 23 – Christmas Holiday - 8 hrs. additional holiday time approved by the Board**

**December 24 – Christmas Holiday**

**December 25 - Christmas Holiday**

### **Eternal Flame – Courthouse Square**

Motion made by Mr. Hinkle, seconded by Mr. Hipps, for the County to resume the responsibility of providing propane and maintenance for the Eternal Flame located in the Courthouse Square. Chairman Carter called for a roll call vote: Mr. Hipps-yes; Mr. Jones-yes; Mr. Hinkle-yes; Mr. Hogan-yes; Mr. Carter-yes.

### **Additional Holiday -Dec. 26, 2023**

Motion made by Mr. Carter, seconded by Mr. Hinkle, to approve an additional day off for county employees on Dec. 26, 2023, in observance of the Christmas holiday. Chairman Carter called for a roll call vote: Mr. Hipps-yes; Mr. Jones-yes; Mr. Hinkle-yes; Mr. Hogan-yes; Mr. Carter-yes.

### **Resolution-Appomattox County High School Volleyball Champions**

Motion made by Rev. Jones, seconded by Mr. Hinkle to allow staff to prepare a Resolution for the Appomattox County High School Volleyball team acknowledging their accomplishments and recent State Championship, and also, to invite the team and coaches to attend the January meeting to receive recognition. Chairman Carter called for a roll call vote: Mr. Hipps-yes; Mr. Jones-yes; Mr. Hinkle-yes; Mr. Hogan-yes; Mr. Carter-yes.

### **COMMITTEE APPOINTMENTS**

#### **Social Services Board**

Motion made by Mr. Carter, seconded by Mr. Hogan and carried with all other members present, voting yes to reappoint Ms. Barbara Williams to the Social Services Board for another 4-year term, ending December 31, 2027.

#### **Economic Development Authority (EDA)**

Motion made by Rev. Jones, seconded by Mr. Hinkle and carried with all other members present, voting yes to reappoint Mr. Don Jones and Mr. Garet Bosiger to the Economic Development Authority for another 4-year term ending December 31, 2027.

#### **Planning Commission**

Appointment was tabled to the January, 2024 regular Board of Supervisor's meeting.

#### **Board of Zoning Appeals**

Appointment was tabled to the January, 2024 regular Board of Supervisor's meeting.

#### **Piedmont Probation Services**

Motion made by Mr. Hogan, seconded by Mr. Hinkle and carried with all other members present, voting yes to appoint Sheriff-elect Robby Richardson to the Piedmont Probation Services Board effective January 1, 2024.

### **CONSENT AGENDA**

#### **Invoices Submitted for Payment**

Please review the attached invoices and approve for

payment: December 4, 2023 \$40,423.52

December 15, 2023 - CSA \$180,977.98

December 18, 2023 \$247,112.09

**TOTAL: \$468,513.59**

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

#### **Minutes**

Please review the following draft minutes for approval:

Monday, October 30, 2023 - Work Session Meeting

Monday, November 20, 2023 - Regular Scheduled Meeting

#### **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.



- Refund Nannie Lavonia Robinson \$208.81 for 2023 Personal Property taxes. The vehicle was sold in December, 2022.\_
- Refund Rocket Mortgage \$2,904.45 for Real Estates taxes for taxpayer David H. Perrin. He qualifies for the Veteran's Exemption.\_

STAFF RECOMMENDATION: Consider the above refunds. Transfer by consent from the General Fund and supplement \$3,113.26 to 1209-5803. No new local funds are required.

10. **J. Robert Jamerson Memorial Library**

Please supplement by consent and appropriate the following:

|               |                 |                 |
|---------------|-----------------|-----------------|
| 7301-5401     | Office Supplies | \$373.75        |
| 7301-5411     | Books           | \$94.49         |
| 7301-5415     | Summer Reading  | \$504.00        |
| <b>TOTAL:</b> |                 | <b>\$972.24</b> |

RE: Monies collected for library fees, books; donations to the summer reading program.

STAFF RECOMMENDATION: No new local funds are required.

11. **Sheriff's Department**

Please supplement by consent and appropriate the following:

|               |                  |                   |
|---------------|------------------|-------------------|
| 3102-1002     | Overtime         | \$2,599.67        |
| 3102-5812     | Canine Donations | \$1,500.00        |
| <b>TOTAL:</b> |                  | <b>\$4,099.67</b> |

RE: Reimbursement from ACHS for security performed by deputies at VHSL Volleyball and Football games, (\$2,599.67); Donation received from the Appomattox Moose Lodge #975 for canine expenses, (\$1,500.00).

STAFF RECOMMENDATION: No new local funds are required.

12. **DARE**

Please supplement by consent and appropriate the following:

3106-5401 Office Supplies \$1,200.00

RE: Donation received from Able Tire and Auto Repair for "Shop with a Cop"

STAFF RECOMMENDATION: No new local funds are required.

13. **Waterline**

Please supplement by consent and appropriate the following:

|               |                     |                 |
|---------------|---------------------|-----------------|
| 082-1800-5101 | Electrical Services | \$745.90        |
| 082-1800-5203 | Telecommunications  | \$119.34        |
| <b>TOTAL:</b> |                     | <b>\$865.24</b> |

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

STAFF RECOMMENDATION: No new local funds are required.

14. **General Properties**

Please supplement by consent and appropriate the following:

4302-5101 Electrical Services **\$308.08**

RE: Reimbursement from the Appomattox County Historical Society for electric invoices paid by the County for July, 2023 through September, 2023.

STAFF RECOMMENDATION: No new local funds are required.

15. **Animal Shelter Operations**

Please supplement by consent and supplement the following:

|               |                     |                 |
|---------------|---------------------|-----------------|
| 3501-5101     | Electric Services   | \$42.69         |
| 3501-5413     | Spay/Neuter Program | \$645.00        |
| 3501-5804     | Donations           | \$75.00         |
| <b>TOTAL:</b> |                     | <b>\$762.69</b> |

RE: Capital Credit retirement refund from Southside Electric Cooperative (\$42.69); Funds received through adoptions (\$645.00); Donations received for animal shelter (\$75.00).

STAFF RECOMMENDATION: No new local funds are required.

16. **Landfill/Convenience Centers**

Please supplement by consent and appropriate the following:

4205-5101 Electric Services **\$82.01**

RE: Capital Credit retirement refund from Southside Electric Cooperative.

STAFF RECOMMENDATION: No new local funds are required.

17. **Department of Social Services**

Please supplement by consent and appropriate the following:

|               |            |                    |
|---------------|------------|--------------------|
| 015-5301-2002 | VRS        | \$13,780.61        |
| 015-5301-2006 | Group Life | \$910.48           |
| 015-530102002 | ICMA-RC    | \$1,354.37         |
| <b>TOTAL:</b> |            | <b>\$16,045.46</b> |

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

STAFF RECOMMENDATION: No new local funds are required.

18. **Salary Study**

Line Item Transfers from **1101-5817** Compression Study for September, October & November to:

|                                                |           |          |
|------------------------------------------------|-----------|----------|
| Administration - Salaries & Wages              | 1201-1001 | \$75.00  |
| Administration - FICA                          | 1201-2001 | \$6.00   |
| Commissioner of the Revenue - Salaries & Wages | 1209-1001 | \$252.00 |
| Commissioner of the Revenue - FICA             | 1209-2001 | \$19.00  |
| Information Technology - Salaries & Wages      | 1220-1001 | \$246.00 |
| Information Technology - FICA                  | 1220-2001 | \$19.00  |
| Registrar - Salaries & Wages                   | 1302-1001 | \$367.00 |

|                                                 |           |                    |
|-------------------------------------------------|-----------|--------------------|
| Registrar - FICA                                | 1302-2001 | \$28.00            |
| Sheriff - Salaries & Wages                      | 3102-1001 | \$429.00           |
| Sheriff - FICA                                  | 3102-2001 | \$33.00            |
| Building Inspections - Salaries & Wages         | 3401-1001 | \$100.00           |
| Building Inspections - FICA                     | 3401-2001 | \$8.00             |
| Animal Control - Salaries & Wages               | 3501-1001 | \$469.00           |
| Animal Control - FICA                           | 3501-2001 | \$36.00            |
| Dispatch E911 - Salaries & Wages                | 3606-1001 | \$10,424.00        |
| Dispatch E911 - FICA                            | 3606-2001 | \$797.00           |
| Landfill/Convenience Centers - Salaries & Wages | 4205-1001 | \$3,036.00         |
| Landfill/Convenience Centers - FICA             | 4205-2001 | \$232.00           |
| General Properties - Salaries & Wages           | 4302-1001 | \$50.00            |
| General Properties - FICA                       | 4302-2001 | \$4.00             |
| Parks & Recreation - Salaries & Wages           | 7102-1001 | \$100.00           |
| Parks & Recreation - FICA                       | 7102-2001 | \$8.00             |
| Library - Salaries & Wages                      | 7301-1001 | \$275.00           |
| Library - FICA                                  | 7301-2001 | \$21.00            |
| Community Development - Salaries & Wages        | 8104-1001 | \$1,369.00         |
| Community Development - FICA                    | 8104-2001 | \$105.00           |
| <b>TOTAL:</b>                                   |           | <b>\$18,508.00</b> |

Motion made by Rev. Jones, seconded by Mr. Hinkle to approve the Consent Agenda, as presented. Chairman Carter called for a roll call vote: Mr. Hipps-yes; Mr. Jones-yes; Mr. Hinkle-yes; Mr. Hogan-yes; Mr. Carter-yes.

#### **ADMINISTRATOR'S REPORT**

- Department Reports
- New employee in Finance Dept., Janet McConville
- Comprehensive Plan has been signed
- Public Safety Committee is working on radio system upgrade
- Thanked the Board for additional Christmas Holiday time off
- Thanked Mr. Hogan for serving on the Board and congratulated Mr. Wolfskill

#### **REPORTS AND INFORMATIONAL ITEMS**

- Circuit Court Clerk's Holiday Schedule
- Letter from Mr. Matthew J. Lohr, Secretary of Agriculture & Forestry
- Robert E. Lee Soil & Water Conservation District Meeting Minutes
- Abstract of Votes
- Central Virginia Workforce Council Meeting Minutes
- School Financial Report

### **SUPERVISOR CONCERNS**

Rev. Jones expressed heartfelt appreciation to Mr. Hogan for his years of service.

Mr. Hinkle expressed his appreciation for working with Mr. Hogan and the insight he has provided to the Board.

Mr. Carter expressed appreciation for working with Mr. Hogan for the last eight years.

### **UPCOMING MEETINGS**

To be determined by the Board at the upcoming Organizational meeting to be held on January 2, 2024, at 6:00 p.m.

### **Sheriff's Budget Request**

Mr. Hogan stated that Sheriff-elect Richardson had a budget request that was not addressed.

Motion made by Mr. Hinkle, seconded by Rev. Jones, to approve the budget request to the Sheriff's department in the amount of \$5,000 per deputy pay increase for two new deputy positions. Chairman Carter called for a roll call vote: Mr. Hipps-yes; Mr. Jones-yes; Mr. Hinkle-yes; Mr. Hogan-yes; Mr. Carter-yes.

### **ADJOURNMENT**

Motion made by Mr. Hinkle, seconded by Mr. Carter and carried with all other members present, voting yes to adjourn at 7:21 p.m.

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Samuel E. Carter, Chairman