



**BOARD OF SUPERVISORS MEETING
MONDAY, DECEMBER 19, 2022
6:30 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. Hinkle
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.

ACTION ITEMS

1. [22-2558](#) **Organizational Meeting**
Please schedule the 2023 Organizational Meeting of the Board. A recommendation from staff is to consider the first working day of the new year which is Tuesday, January 3rd at 6:00 p.m.
STAFF RECOMMENDATION: Consideration to hold the 2023 Board Organizational meeting on Monday, January 3, 2022 at 6:00 p.m. 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
2. [22-2559](#) **2023 Holiday Schedule**
Attached for the Board's adoption is the 2023 Holiday Schedule for Appomattox County employees. (Staff has included a copy of the Commonwealth of Virginia 2023 Pay and Holiday calendar that the County aligns with for employee benefits).
STAFF RECOMMENDATION: Consider adoption of the 2023 Holiday Schedule for Appomattox County employees.
Department: Board of Supervisors, Administration
Documents: [2023 Holiday Schedule.pdf](#)
3. [22-2577](#) **Appomattox County Employee Organizational Chart**
Attached for your review is a copy of the revised County Employee Organizational chart. Auditors, grants, etc. require a copy of the adopted

Employee Organizational Chart for various purposes. The last adoption by the Board was 2017. The newly adopted chart formalizes the staffing changes.

STAFF RECOMMENDATION: Consider the adoption of the revised County Employee Organizational chart.

Department: Board of Supervisors, Administration

Documents: [Employee Organizational Chart.pdf](#)

4. [22-2578](#)

Revised Taxation and Fees Ordinance

At the November 21st meeting, Ms. Henderson, Commissioner of Revenue, discussed the new farm use placard legislation. The Board authorized the County Attorney and staff to proceed with revision of the current Taxation and Fees Ordinance Division 1-Personal Property Exemption; Section 3.7-2 Certain Farm Animals and Implements Exempted and include on December agenda to set a Public Hearing to receive public comment on the ordinance revision.

STAFF RECOMMENDATION: If the Board agrees with the language in the Ordinance revision, authorize staff to schedule and advertise a Public Hearing for the next regularly scheduled meeting in January 2023.

Department: Board of Supervisors, Administration

Documents: [Taxation & Fees Ordinance.pdf](#)

5. [22-2561](#)

Statement on Delay of Audit Completion

County staff received notification from Aaron Hawkins, Robinson, Farmer, and Cox Auditor, that the School Board did not obtain their GASB 75 OPEB actuarial valuation for this year. "Therefore, this will cause the financial report to not be ready for the Auditor of Public Accounts by December 15th nor the BOS meeting on December 19th." Staff is required to post the following Statement on Delay of Audit Completion:

"Section 15.2-2511 of the Code of Virginia requires the locality to contract for an annual audit with an independent CPA and requires the locality to submit the audit report to the Auditor of Public Accounts by December 15th. In accordance with §15.2-2511, if a locality's audit is not completed as required by this statute, the locality must promptly post a statement on its website. Completion of Appomattox County's FY2022 audit is pending at this time. The reason for the delay is that the GASB75 information for Appomattox County Public Schools is not yet ready. Beyond this one tab, the remainder of the audit report has been completed."

It is expected that the completed audit will be presented to the Board of Supervisors at their regular scheduled meeting in January 2023.

Department: Board of Supervisors, Administration

COMMITTEE APPOINTMENTS

6. [22-2572](#)

Board of Building Code Appeals Appointments

Please consider the reappointment of Mr. Blair Smith (Architect), Mr. Joseph Sayers (Professional Engineer) and Mr. Samuel Webber (Electrician) to the Board of Building Code Appeals. Mr. Smith, Mr. Sayers and Mr. Webber have agreed to serve another 3-year term, if appointed by the Board.

STAFF RECOMMENDATION: Consider the reappointment of Mr. Blair Smith, Mr. Joseph Sayers and Mr. Samuel Webber for another 3-year term, beginning January 1, 2023 through December 31, 2026.

Department: Board of Supervisors, Administration

7. [22-2575](#) **Board of Zoning Appeals Appointments**

Please consider the reappointment of Ms. Darlene Reed and Mr. Kenneth Wolfskill to the Board of Zoning Appeals. Ms. Reed and Mr. Wolfskill have agreed to serve another 5-year term, beginning January 1, 2023 through December 31, 2028, if appointed by the Board.

Also, please appoint a representative for the vacated position of Mr. Earl Pickett to the Board of Zoning Appeals.

STAFF RECOMMENDATION: (1) Consider the reappointment of Ms. Darlene Reed and Mr. Kenneth Wolfskill for another 5-year term, beginning January 1, 2023 through December 31, 2028. (2) Appoint a representative to fill Mr. Pickett's vacated position on the Board of Zoning Appeals for a 5-year term, beginning January 1, 2023 through December 31, 2028.

Department: Board of Supervisors, Administration

8. [22-2571](#) **Economic Development Authority Appointments**

Please appoint a representative for the vacated position of Mr. R. Kinckle Robinson to the Economic Development Authority who has submitted his request not to serve another term.

Also, please consider the reappointment of Patrick Richardson to the Economic Development Authority. Mr. Richardson has agreed to serve another 4-year term, if appointed by the Board.

STAFF RECOMMENDATION: (1) Appoint a representative to fill Mr. Robinson's vacated position on the EDA. The term limits will be for a 4-year term beginning January 1, 2023 through December 31, 2027. (2) Consider reappointment of Patrick Richardson for another 4-year term, beginning January 1, 2023 through December 31, 2027.

Department: Board of Supervisors, Administration

9. [22-2576](#) **Horizon Behavioral Health Board Appointment**

Appomattox County does not currently have a representative serving on the Horizon Behavioral Health Board. In an email exchange with Horizon staff, they suggested that the Board of Supervisors can make a recommendation to their

Membership, Bylaws & Board Development committee to represent Appomattox County.

Horizon Behavior Health Procedures for Board Membership is as follows:

"Vacancies on the Board shall be filled for the unexpired term in the same manner as the original appointment was made. If there is a vacancy in any of the political subdivisions that political subdivision may recommend a member of the Board of Supervisors of that political subdivision or City Council member from the City of Lynchburg to the Membership, Bylaws & Board Development Committee of the Horizon Behavioral Health Board of Directors. This committee will make the final recommendation to the full Horizon Behavioral Health Board of Directors."

STAFF RECOMMENDATION: Consider recommendation of an Appomattox County representative to the Horizon Behavioral Health Board.

Department: Board of Supervisors, Administration

10. [22-2574](#)

Planning Commission Appointments

Please consider the reappointment of Mr. Josh Mills, Wreck Island District representative to the Planning Commission. Mr. Mills has agreed to serve another 4-year term, beginning January 1, 2023 through December 31, 2027, if reappointed by the Board.

Also, please appoint a representative to the vacated position of Mr. Al Sears, At-Large representative who prefers not to serve another term.

STAFF RECOMMENDATION: (1) Consider reappointment of Mr. Mills for another 4-year term beginning January 1, 2023 through December 31, 2027. (2) Appoint an At-Large representative to fill Mr. Al Sears vacated position on the Planning Commission for a 4-year term limit beginning January 1, 2023 through December 31, 2027.

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. [22-2548](#)

Invoices Submitted for Payment

Please review the attached invoices and approve for payment:

December 2, 2022	\$38,370.38
December 15, 2022 - ACHS Renovations	\$115,642.99
December 16, 2022 - CSA	\$163,053.85
December 19, 2022	\$213,664.69

TOTAL: **\$530,731.91**

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. [22-2549](#)

Minutes

Please review the following DRAFT minutes for approval:

November 21, 2022 Work Session & Regular Scheduled Meeting

Department: Board of Supervisors, Administration

Documents: [November 21, 2022 Work Session & Regular BOS Meeting Minutes.pdf](#)

13. [22-2569](#)

County SNAP Fund

Please transfer by consent **\$115,642.99** from the **County SNAP Fund** (High School Renovation Bonds) to the General Fund and appropriate the following:

8103-8003 ACHS Renovation 2022 **\$115,642.99**

RE: Invoice paid to Jamerson-Lewis Construction, Inc.

STAFF RECOMMENDATION: Approve recommendation. The fund was established from the County's \$10,000,000 debt service for the High School Renovation project. Remaining balance is \$748,313.03.

Department: Board of Supervisors, Administration

14. [22-2554](#)

Courthouse Security Fund

Please transfer by consent **\$27,403.20** from the Courthouse Security Fund and supplement to **3102-1006 Courthouse Security Position**.

STAFF RECOMMENDATION: Transfer by consent \$27,403.20 from the Courthouse Security Fund and supplement to 3102-1006 Courthouse Security Position.

Department: Board of Supervisors, Administration

15. [22-2550](#)

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 Denise Lynette Ferguson **\$80.10** for 2022 Personal Property taxes paid. She resides in Amherst County as of 5/3/2021.

2) Refund Matthew Aaron Franklin **\$118.11** for 2022 Personal Property taxes paid. He resides in Bedford County as of 5/22/2021.

3) Refund Varner J. Herman **\$1,137.60** for 2022 Personal Property taxes paid. He qualifies for the Veteran's Exemption for Personal Property taxes.

4) Refund John F. Hinkle **\$2,209.22** for 2022 Personal Property and Real Estate taxes paid. He qualifies for the Veteran's Exemption for Personal Property and Real Estate taxes.

5) Refund Matthew C. Drake **\$83.88** for 2022 Real Estate taxes paid. He qualifies for the Veteran's Exemption for Real Estate taxes.

6) Refund Corelogic **\$435.41** for 2022 Real Estates taxes paid on Tax Map #76-A-54. The owner qualifies for the Veteran's Exemption for Real Estate taxes.

7) Refund Jeffrey L. Moore **\$6,685.43** for 2022 Interstate Commerce Travel which qualifies for the Personal Property tax to be prorated.

STAFF RECOMMENDATION: Consider the above refunds. Transfer by consent from the General Fund and supplement \$10,749.75 to 1209-5803. No new local funds are required.

Department: Board of Supervisors, Administration

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

16. [22-2551](#)

Animal Shelter Operations

Please supplement by consent and appropriate the following:

3501-5101	Electrical Services	\$76.76
3501-5413	Spay/Neuter Program	\$745.00
3501-5804	Donations	\$1,230.00
	TOTAL:	\$2,051.76

RE: Capital Credit retirement refund check received from Southside Electric Cooperative (\$76.76); Funds received through adoptions (\$745.00); Donations received for Animal Shelter (\$1,230.00).

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

17. [22-2552](#)

J. Robert Jamerson Memorial Library

Please supplement by consent and appropriate the following:

7301-5401	Office Supplies	\$246.20
7301-5411	Books	\$10.00
7301-7001	Equipment	\$2,000.00
	TOTAL:	\$2,256.20

STAFF RECOMMENDATION: No new local funds are required. Collections from books and office supplies (\$256.20); Donation received from the Appomattox County Library Association to purchase a new AWE learning computer (\$2,000.00)

Department: Board of Supervisors, Administration

18. [22-2553](#)

Sheriff's Department

Please supplement by consent and appropriate the following:

3102-1002	Overtime	\$1,405.74
3102-5203	Telecommunications	\$828.27
3102-5408	Vehicle Equipment/Gas Supplies	\$75.00
3102-5401	Office Supplies	\$1,185.46
TOTAL:		\$3,494.47

RE: Reimbursement from ACHS for security performed at Regional Football and Volleyball games (\$1,405.74); Refund from Verizon for MCI phone account (\$828.27); Reimbursement for storage fees (\$25.00); Reimbursement from Amherst County for incinerator usage/propane (\$50.00); LOLE (Local Law Enforcement) grant funds received for office supplies (\$1,185.46).

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

19. [22-2565](#)

Tourism

Please supplement by consent and appropriate the following:

7104-6009	Marketing	\$15,000.00
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RE: ARPA Tourism grant funds received from the Virginia Tourism Corporation.

STAFF RECOMMENDATION: No new local funds are required. The County received the \$30,000 grant to install the digital marketing sign in Courtland Festival Park.

Department: Board of Supervisors, Administration

20. [22-2563](#)

Landfill/Convenience Centers

Please supplement by consent and appropriate the following:

4205-5101	Electrical Services	\$151.78
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RE: Capital Credit retirement check received from Southside Electric Cooperative.

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

21. [22-2568](#)

Electoral Board

Please supplement by consent and appropriate the following:

1301-1003	Election Officials Wages	\$175.00
1301-3002	Professional Services	\$406.15
TOTAL:		\$581.15

RE: Reimbursement from the Town of Pamplin for 2022 General Election services.

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

22. [22-2570](#)

Waterline Expenses

Please supplement by consent and appropriate the following:

082-1800-5101	Electrical Services	\$317.92
082-1800-5203	Telecommunications	\$49.50
TOTAL:		\$367.42

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

STAFF RECOMMENDATION: No new local funds are required.

Department: Board of Supervisors, Administration

23. [22-2555](#)

Department of Social Services

Please supplement by consent and appropriate the following:

015-5301-2002	VRS	\$14,926.13
015-5301-2006	Group Life	\$980.95
015-5301-2002	ICMA-RC	\$1,282.28
TOTAL:		\$17,189.36

RE: Reimbursement from DSS for November, 2022 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**

24. [22-2567](#)

Circuit Court Clerk's Holiday Schedule

Attached for the Board's review is a holiday flyer from Mrs. Janet, Hix, Circuit Court Clerk informing staff of the Court's Holiday schedule.

Department: Board of Supervisors, Administration

Documents: [Circuit Court Holiday Schedule.pdf](#)

25. [22-2560](#)

Electoral Board - Abstract of Votes

Attached for your information is the Abstract of Votes cast in Appomattox County at the 2022 November General Election held on November 8, 2022.

Department: Board of Supervisors, Administration

Documents: [Abstract of Votes.pdf](#)

26. [22-2556](#)

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

Attached for the Board's review is a copy of the October 27, 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](#)

27. [22-2564](#)

School Financial Report

Attached for the Board's review is the November, 2022 month-end financial report from Mr. Jason S. Tibbs, Ed.D., Director of Finance and Human Resources.

Department: Board of Supervisors, Administration

Documents: [Schools Expenditure & Revenue Reports.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.

UPCOMING MEETINGS

To be determined by the Board of Supervisors

ADJOURNMENT