

**BOARD OF SUPERVISORS
BUDGET WORK SESSION & REGULAR MEETING
MONDAY, MARCH 20, 2023
6:00 P.M.**

The Appomattox County Board of Supervisors held its budget work session and regular scheduled meeting on Monday, March 20, 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
Wanda McCormick, Accounts Payable Specialist/Admin. Asst.
Kayla Marshall, Finance Specialist/Admin. Asst.
Ace Bailey, Information Technology Systems Mgr.

CALL TO ORDER – Chairman Carter called the meeting to order at 6:01 p.m.

Pledge of Allegiance

Invocation – Mr. Hogan

SETTING OF AGENDA

Mrs. Susan Adams, County Administrator requested that the scheduling of a Public Hearing for a Utility Easement at the Fire Department Training Center be added to the agenda. Chairman Carter added this as Item #5A on the agenda. Motion made by Mr. Hinkle, seconded by Mr. Hogan and carried with all other members present, voting yes to approve the Consent Agenda, as amended.

WORK SESSION

Mrs. Susan Adams, County Administrator reported to the Board that we are in a good place with the budget, will not have the State figures until April 15th. She also discussed a proposal for the FY 2024 fire department contributions.

Ms. Kayla Marshall, Finance Specialist appeared before the Board and discussed the FY 2024 outside agency funding requests and the county department requests.

APPEARANCES

Ms. Stephanie Keener, Director for the Small Business Development Center appeared before the Board and provided an update on services provided to county residents and businesses.

Mr. Daniel Jordon, Park Manager with the High Bridge Trail State Park appeared before the Board and provided an update on the High Bridge Trail and requested a letter of support for the Park's extension into Pamplin/Appomattox County.

Mayor Sarah Blackwell, Town of Pamplin also appeared before the Board and discussed County funding for the High Bridge Trail terminus parking lot.

Motion made by Mr. Hogan, seconded by Mr. Hinkle to approve a letter of support for the Park's extension into Pamplin/Appomattox and approve the appropriation of funds in the amount of \$25,000 from the ARPA Fund to complete the western part of the High Bridge Trail terminus parking lot. Chairman Carter called for a roll call vote: Mr. Hipps-yes; Mr. Jones-yes; Mr. Hinkle-yes; Mr. Hogan-yes; Mr. Carter-yes.

Mrs. Ashley Sandman, CSA Coordinator for Appomattox County appeared before the Board and provided an update on Children's Services Act services.

PUBLIC HEARING

Amendment of the Office of Building Inspections-Enforcement of State Building Code Ordinance

At 6:57 p.m. after due notice was given, Chairman Carter called the Public Hearing to order to receive comments and consider the proposed amendments to the 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. The Public Hearing was closed at 6:59 p.m. after no comments were received.

Motion made by Mr. Hogan, seconded by Mr. Hinkle and carried with all other members present, voting yes to adopt the amendment to the Appomattox County code, Chapter 19.2-1, Office of Building Inspections.

Article II - Building Construction

[HISTORY: Adopted by the Board of Supervisors of Appomattox County 7-5-2006 (Ch. 51 of the 1993 Code). Amendments noted where applicable.]

§ 19.2-1 Office of Building Inspections; enforcement of State Building Code.

- A. There is hereby established an Office of Building Inspections within the Department of Community Development, whose responsibility is to enforce the provisions of the 2018 Virginia Uniform Statewide Building Code. The Building Official may use at his/her discretion, for the purpose of reference material, any and all materials

incorporated by reference into, or provisions that supersede the Virginia Uniform Statewide Building Code, including the 2009-2018 International Building Code, Appendix Q of the 2018 International Residential Code, and the 2017 National Electrical Codes and the 2008 National Electrical Code.

- B. Cost of the enforcement thereof shall be defrayed through the levying of fees by the Office of Building Inspections and as provided in § 36-105, Code of Virginia, as amended.

Amendment to Change Spout Spring Polling Place Location Address

At 7:00 p.m. after due notice was given, Chairman Carter called the Public Hearing to order to receive comments and consider the proposed amendment to the 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. The Public Hearing was closed at 7:00 p.m. after no comments were received.

Motion made by Mr. Hinkle, seconded by Mr. Hipps and carried with all other members present, voting yes to adopt the amendment to the Appomattox County code, Chapter 3.2-12 Boundaries and Polling Places.

§ 3.2-12 Boundaries and polling places.

The boundaries of each district and precinct, and the polling places for each, are as follows:

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(b) Spout Spring Precinct.

[1] Precinct boundary description:

Begin at the intersection of Promise Land Road and Purdum Mill Road. Follow Purdum Mill Road to its intersection with Pumping Station Road. Turn right onto Pumping Station Road to the Appomattox County/Town of Appomattox limits. Road name changes to Ferguson Street. Turn left and follow Town of Appomattox limits to its intersection with Richmond Highway. Turn left onto Richmond Highway and follow west to eastern intersection of Spout Spring Road. Jump to adjoining railroad tracks and follow westbound to the Appomattox/Campbell County line. Turn left and follow Appomattox/Campbell County line south to its intersection with Dark Leaf Road. Turn left on to Dark Leaf Road and continue to intersection with Promise Land Road. Turn right onto Promise Land Road and follow to the point of origin.

[2] Polling place:

Spout Spring Ruritan Building

~~218~~ 172 Ruritan Lane

Spout Spring, VA

ACTION ITEMS

Schedule Public Hearing for Utility Easement

Mr. Jonathan Garrett, Chief of the Appomattox Volunteer Fire Department requested approval from the Board to run underground electric to the Fire Training Facility located on County owned property located off of Morning Star Road.

Motion made by Mr. Hinkle, seconded by Mr. Hogan and carried with all other members present, voting yes to authorize staff to advertise a Public Hearing for Monday, April 17, 2023 to receive public comments on the Utility Easement.

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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RE: Balance in SNAP Fund.

Motion made by Mr. Hogan, seconded by Mr. Hipps to approve the transfer of \$18,647.04 from the County SNAP Fund and appropriate to 8103-3003 ACHS Renovation 2022.

Chairman Carter called for a roll call vote: Mr. Hipps-yes; Mr. Jones-yes; Mr. Hinkle-yes; Mr. Hogan-yes; Mr. Carter-yes.

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 an 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.

Motion made by Mr. Hipps, seconded by Mr. Hinkle to approve the transfer of \$72,362.99 from the General Fund and appropriate to 8103-3003 ACHS Renovation 2022. Chairman Carter called for a roll call vote: Mr. Hipps-yes; Mr. Jones-yes; Mr. Hinkle-yes; Mr. Hogan-yes; Mr. Carter-yes.

Appomattox Volunteer Fire Department Request

Chief Jonathan Garrett requested 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.

Motion made by Mr. Hogan, seconded by Mr. Jones to approve the waiver of the building permit fee in the amount of \$251.26 for the fire training facility. Chairman Carter called for a roll call vote: Mr. Hipps-yes; Mr. Jones-yes; Mr. Hinkle-yes; Mr. Hogan-yes; Mr. Carter-yes.

Building Official Request

Mr. Lonny Hamlett, Building Official requested the Board's consideration to refund Mr. Michael Stroud 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.

Motion made by Mr. Jones, seconded by Mr. Hipps to approve the building permit refund in the amount of \$906.51 to Mr. Michael Stroud. Chairman Carter called for a roll call vote: Mr. Hipps-yes; Mr. Jones-yes; Mr. Hinkle-yes; Mr. Hogan-yes; Mr. Carter-yes.

Special Event Permit Application Request - Chippy Hippie Vintage Market

Mrs. Monica Evans submitted a Special Event Permit Application 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.

Motion made by Mr. Jones, seconded by Mr. Hinkle and carried with all other members present, voting yes to approve the Special Event Permit Application request from Mrs. Monica Evans to hold a "Chippy Hippie Vintage Market on April 29, 2023.

Resolution in Support of 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.

RESOLUTION OF THE BOARD OF SUPERVISORS RELATING TO THE SUPPORT OF THE VIRGINIA AMERICA 250 COMMISSION RECITALS

WHEREAS, the Appomattox County Board of Supervisors is dedicated to the furtherance of economic development and tourism in the County.

WHEREAS, the Virginia America 250 Commission (VA250) was created in 2020 by the General Assembly for the purpose of preparing for and commemorating the 250th anniversary of Virginia's participation in American independence.

WHEREAS, VA250 has requested that each locality form a committee to aid in planning for the commemoration period.

WHEREAS, Appomattox County will form a local VA250 committee;

WHEREAS, the committee will plan and coordinate programs occurring within the locality and communicate regularly with VA250;

WHEREAS, the Appomattox County Board of Supervisors wishes to undertake this endeavor with VA250 to promote and commemorate this important historic milestone.

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors for Appomattox County that the Board hereby desires to support the Virginia America 250 Commission and their efforts to commemorate the 250th anniversary of Virginia's participation in American independence; and Appomattox County will form a committee to aid in the planning for the commemoration period.

Motion made by Mr. Hogan, seconded by Mr. Hinkle and carried with all other members present, voting yes to adopt the Resolution in support of the Virginia America 250 Commission Recitals.

COMMITTEE APPOINTMENTS

Horizon Board Appointment

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.

Chairman Carter requested staff to schedule a conference call to the Horizon Board to obtain more details concerning the denial of Board's recommendation.

CONSENT AGENDA

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.

Minutes

Please review the following DRAFT minutes for approval:
February 21, 2023 Scheduled Work Session & Regular 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**:

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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 of Social Services

Please supplement by consent and appropriate the following:

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.

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.

Motion made by Mr. Hinkle, seconded by Mr. Hipps 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.

ATTORNEY'S REPORT

Mr. Tom Lacheney, County Attorney discussed the 1.46 acres that was gifted to the County Parks & Recreation Department on Swan Road in Pamplin, Virginia to see the Board was open to selling the property. Mr. Lacheney stated that someone has reached out to see if the County would sell the property to them. It was the consensus of the Board to accept written offers for the sale of the property from the public.

ADMINISTRATOR'S REPORT

- County Department Reports
- 9% increase in price for our health insurance – Insurance Broker will be seeking competitive pricing.
- Updating website and updating email to Microsoft.
- Salary Study underway
- Maintenance interviews have been completed.
- Animal Control interviews have been completed.

REPORTS AND INFORMATIONAL ITEMS

Appomattox County High School Open House for PPEA Building Project -

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.

SUPERVISOR CONCERNS

Mr. Hogan stated in reference to Mrs. Ashley Sandman's presentation, it was so sad that our society has gotten to the point where so many kids need help because their family structure has fell apart. He stated that we spend over six figures a month to keep kids in their homes and in school. It is a sad reflection of our society today.

Mr. Carter stated that he had received a telephone call from a county resident concerning hunting dogs running loose after hunting season was over. Mrs. Adams is looking into an ordinance. Also, the resident mentioned the amount of trash on the roads that needs to be picked up and if litter signs could be put up on the roads to remind people to not litter. Mr. Carter has spoken with someone at VDOT and inquired about Camp 9 inmates picking up the trash, they are going to check into this and get back to him.

ADJOURNMENT

Motion made by Mr. Hinkle, seconded by Mr. Carter and carried with all other members present, voting yes to adjourn at 7:28 p.m.

Samuel E. Carter, Chairman