



**BOARD OF SUPERVISORS
MONDAY, AUGUST 19, 2024
6:00 PM**

[Susan M. Adams](#), County Administrator

**Regular Scheduled Meeting
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. Wolfskill

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. Mr. Shannon Lewis, Forestry Manager with the Virginia Department of Forestry, has requested to appear before the Board to provide an update on forestry and present the County payment in lieu of taxes for timber sales revenue on the Appomattox-Buckingham State Forest.
2. Sheriff Richardson has requested to appear before the Board to discuss the purchase of a vehicle for the Sheriff's Department.

PUBLIC HEARING

3. Public Hearing, CUP240381-Cole's Farm LLC

A duly advertised public hearing has been scheduled for the Appomattox County Board of Supervisors to receive comments on the following zoning petition:

CUP240381-Cole's Farm, LLC (property owner), Tillman Infrastructure, LLC/Mark Loubier(applicant/agent), has submitted a petition to obtain a Conditional Use Permit for the purpose of locating a Wireless Communications Facility (Cell Tower), on property located adjacent to 10063 Red House Road (Route 727), near the intersection of Evergreen Avenue in the Appomattox community. The parcel proposed for this use is identified as Tax Map Identification Number 76 (A) 11. Access to the cell tower will be through Tax Map Identification Number 76 (A) 10. The parcel totals 118.26 acres, according to county records, and is zoned A-1, Agricultural Zoning District. Tillman Infrastructure, LLC proposes to construct and operate a 235' tall self-support cell tower. The property is located in a Suburban Growth Area according to the Appomattox County Comprehensive Plan.

The Planning Commission held a public hearing in June and received comments from

one citizen. At their July meeting, the Planning Commission voted unanimously to recommend approval of the petition with conditions.

STAFF RECOMMENDATION: After receiving comments from the public, a resolution with the Planning Commission's recommendation has been prepared for your consideration.

ACTION ITEMS

4. Carry-Forward Funds Request for FY 2025 Operating Budget

Please re-appropriate the following FY 2024 funds and carry-forward to the FY 2025 operating budget:

Board of Supervisors

1101-5804 Operating Reserve \$134,661.62

1101-5814 ARPA Broadband Funding \$1,124,040.40

1101-5815 ARPA Funding \$1,436,233.56

1101-5816 LATCF Grant \$51,528.12

Sheriff's Department

3102-5804 TRIAD (Donations Only) \$1,582.47

3102-5812 Canine Supplies (Donations) \$8,452.14

DARE

3106-5401 Office Supplies \$4,243.07

Volunteer Fire

3201-7001 Equipment (Apparatus) \$50,000.00

Animal Control

3501-5413 Spay/Neuter Program \$18,029.62

3501-5804 Donations \$5,928.85

General Properties

4302-3004 Repairs/Maintenance \$83,180.00

Sports Complex

7101-6007 Special Projects \$6,483.00

Economic Development

8105-6007 Special Projects \$22,392.18

Capital Projects

9104-7014 County Capital Projects \$433,067.28

STAFF RECOMMENDATION: No new local funds are required.

5. **Schools - Carry-Forward Appropriation Request for FY 2025**

The Appomattox County Public Schools is requesting the following carry-forward appropriations to the FY 2025 operating budget:

Grant/Fund	Carry-Forward
School Construction Assistance Program	\$1,796,064.13
ALL In Tutoring	\$929,426.78
Stronger Connections Security Grant	\$120,418.18
VDOE Competitive School Safety Grant	\$70,812.42
CTE Competitive Grant	\$37,500.00
Nurse Grant	\$18,337.60
VDOE On-time FY 24 School Safety & Security Grant	\$74,595.27
CTE Entitlement Payments Occupational Preparation FY 24	\$11,862.00
School Food Service- Fund 2	\$1,737,636.53
Capital Improvement Fund-Fund 3	\$907,212.00
Textbook Fund-Fund 6	\$108,716.57
TOTAL:	\$5,812,581.48

RE: 75% of the total carry-forward requested is encumbered and will be paid out in FY 2025.

STAFF RECOMMENDATION: Please consider Dr. Bennett's request for carry-forward fund totals in the amount of \$5,812,581.48 from the FY 24 budget to the FY 2025 operating budget.

6. **Safety Shoe Policy**

In the current County Personal Policy, all employees who work at the Landfill or Maintenance Department are required to wear safety shoes. Once an employee has been employed for six (6) months, she/he is eligible for reimbursement for one half of the cost of the shoes, not to exceed \$60. At a previous Board meeting, Supervisor Hipps requested staff to update the policy to reimburse up to \$120 annually for safety shoes.

STAFF RECOMMENDATION: Consider the recommendation from Supervisor Hipps to update the safety shoe policy to reimburse up to \$120 annually.

7. **Declaration of a Local Emergency**

Attached for the Board's consideration is the Declaration of a Local Emergency executed by the Appomattox County Director of Emergency Management on Thursday, August 8, 2024, due to tropical storm Debby.

STAFF RECOMMENDATION: Adopt the Declaration of a Local Emergency as a result of tropical storm Debby.

Resolution Declaring the End of a Local Emergency

Attached for the Board's consideration is the Resolution declaring the end of the Local Emergency as a result of tropical storm Debby.

STAFF RECOMMENDATION: Adopt the Resolution Declaring the End of a Local Emergency as a result of tropical storm Debby that ended in Appomattox County on Monday, August 12, 2024.

8. **Children's Services Act - FY 2024 Budget**

Please transfer by consent from the General Fund **\$326,269.79** and supplement to **5310-3001 Professional Services**.

RE: Difference in the State's reimbursement amount; localities expense.

STAFF RECOMMENDATION: New local funds are required. Please transfer by consent from the General Fund \$326,269.79 and supplement to 5310-3001 (Professional Services) in the FY 2024 operating budget.

Please supplement by consent and appropriate the following to the **FY 2024** operating budget:

5310-3001 Professional **\$651,171.00**
Services

RE: Reimbursement from the State for CSA services (\$644,591.00); Reimbursement from DSS for services paid by CSA (\$6,580.00)

STAFF RECOMMENDATION: No new local funds are required.

9. **Declaration for Drone Program**

Attached for the Board's consideration is a Resolution in Support of the Sheriff's Office Operating an Unmanned Aircraft System within Appomattox County and authorizes the County Attorney to provide a letter of support to the Federal Aviation Administration. Also, attached for your review is the letter that the County Attorney, Kelley Kemp will send to the Federal Aviation Administration.

STAFF RECOMMENDATION: Adopt the Resolution in support of the Sheriff's Office operating an unmanned aircraft system with Appomattox County and authorize the County Attorney, Kelly Kemp to send the resolution and letter of support to the Federal Aviation Administration.

10. **E911 - Public Safety Communication Upgrade**

The Board's consideration is requested to transfer funds from either the General Fund

or the designated 911 wireless fund for the public safety communication upgrade. Please advise staff on which fund to transfer by consent \$300,000 and supplement to 3606-7012 Public Safety Communication Upgrade.

STAFF RECOMMENDATION: Approve the transfer of \$300,000 from the General Fund or the designated 911 Wireless Fund and supplement to 3606-7012 Public Safety Communication Upgrade.

11. **Building Permit Fee Waiver**

Attached for the Board's review is an email from Mr. Robert Fowler, Appomattox Town Manager, requesting that the permit fee be waived for the light installations on Old Courthouse Road. The fee for this permit will cost \$153.00.

STAFF CONSIDERATION: Consider the building permit fee waiver for the Town of Appomattox in the amount of \$153.00.

12. **Commissioner of Revenue Refund Requests**

Mrs. Sara Henderson, Commissioner of the Revenue, is requesting the following to be paid from line item **1209-5803** Refunds in the **FY 2024** operating budget:

- 1) Refund Robert K. Franklin **\$12.58** for 2023 Personal Property taxes. He was erroneously assessed and has paid Appomattox County.
- 2) Refund PennyMac Loan Services LLC **\$255.78** for 2023 Real Estate taxes. Mr. Anthony J. Allen qualifies for the Veteran's Exemption.
- 3) Refund Parkway Real Estate LLC **\$1,904.47** for 2022 & 2023 business Personal Property taxes. He was erroneously assessed and has paid Appomattox County.

STAFF RECOMMENDATION: Consider the above refunds. Transfer by consent from the General Fund and supplement \$2,172.83 to 1209-5803 in the FY 2024 operating budget. No new local funds are required.

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.

13. **Invoices Submitted for Payment**

Please review the attached invoices and approve for payment:

FY 2024

August 1, 2024	\$12,373.46
August 14, 2024 - CSA	\$72,417.59
August 16, 2024	\$151,057.35
TOTAL:	\$235,848.40

FY 2025

August 2, 2024 \$51,118.74
August 15, 2024 - CSA \$117,868.30
August 19, 2024 \$480,619.57
TOTAL: \$649,606.61

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

14. **Minutes**

Please review the following DRAFT minutes for approval:

July 15, 2024, Regular Scheduled Meeting

August 12, 2024, Special Called Meeting

15. **Circuit Court**

Please supplement by consent and appropriate the following to the **FY 2024** operating budget:

2101-1007 **\$7,750.00**

Jurors/Witnesses

RE: Reimbursement from the State for Petit Jurors.

STAFF RECOMMENDATION: No new local funds are required.

16. **Waterline**

Please supplement by consent and appropriate the following to the **FY 2024** operating budget:

082-1800-5898 Water **\$2,816.08**

(Wholesale)

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

STAFF RECOMMENDATION: No new local funds are required.

17. **Animal Shelter Operations**

Please supplement by consent and appropriate the following to the **FY 2025** operating budget:

3501-5413 \$2,440.00

Spay/Neuter Program

3501-5804 Donations \$628.36

TOTAL: \$3,068.36

RE: Funds received through adoptions (\$2,440.00); Donations received for Animal Shelter (\$628.36).

STAFF RECOMMENDATION: No new local funds are required.

18. **Sheriff's Department**

Please supplement by consent and appropriate the following to the **FY 2024** operating budget:

3102-1002 Overtime \$6,621.68

3102-1003 Part-Time \$1,363.00

3102-5408 Vehicle/Gas \$78.00

TOTAL: \$8,062.68

RE: Reimbursement from DCJS for TDO/ECO hours worked by deputies (\$5,330.00);
Reimbursement from The City of Lynchburg for CIT hours worked by Deputy Meeks
(\$1,291.68); Reimbursement from VDOT for roadside trash pickup (\$1,363.00);
Reimbursement from T. Buckley for tow of vehicle (\$78.00).

STAFF RECOMMENDATION: No new local funds are required.

19. **Road Side Clean-Up**

Please supplement by consent and appropriate the following to the **FY 2025** operating budget:

4209-1003 Part-Time **\$2,180.50**

RE: Reimbursement from VDOT for road side clean-up.

STAFF RECOMMENDATION: No new local funds are required.

20. **Legislative Audit**

Please transfer by consent **\$1,888.10** from **1101-5804 Operating Reserve** and supplement to the following in the **FY 2024** operating budget:

1206-3002 Professional \$488.10

Services

1206-3017 GASB \$1,400.00

STAFF RECOMMENDATION: No new local funds are required.

21. **Electoral Board**

Please transfer by consent from Department **1302 Registrar** to Department **1301 Electoral Board** to offset the negative **FY 2024** budget balance of **\$11,460.97**.

1302-1001 to 1301- \$442.46

1001 Salaries & Wages

1302-3004 to 1301- \$227.50

3004

Repairs/Maintenance

1302-3007 to 1301- \$100.00

3007 Advertising

1302-5401 to 1301- \$315.04

5401 Office Supplies

1302-7001 to 1301- \$1,032.00

8002 Equipment

1302-7001 to 1301- \$451.71

5401 Office Supplies

TOTAL: \$2,568.71

Please transfer by consent **\$8,892.26** from **1101-5804 Operating Reserve** and appropriate to **1301-3002 Professional Services** to offset the negative **FY 2024** budget balance for the Electoral Board.

STAFF RECOMMENDATION: Please transfer requested funds to Department **1301 Electoral Board** to offset the negative **FY 2024** operating budget.

ITEMS REMOVED FROM CONSENT

ATTORNEY'S REPORT

ADMINISTRATOR'S REPORT

REPORTS AND INFORMATIONAL ITEMS

22. VACO 90th Annual Conference

The VACO 90th Annual Conference will be held on November 10-12, 2024 at The Omni Homstead in Bath County. Three (3) rooms will be assigned to the County. Please notify staff if you wish to attend the conference, so that reservations can be made.

23. School Financial Reports

Attached for the Board's review is the Post-Year FY 2024 and July FY 2025 month-end financial report from Jason S. Tibbs, Director of Finance and Human Resources.

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, September 16, 2024 @ 6:00 p.m.

Regular Scheduled Meeting

Board of Supervisors Meeting Room

171 Price Lane, Appomattox, VA 24522

ADJOURNMENT