



**BOARD OF SUPERVISORS
MONDAY, MAY 19, 2025
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

Invocation - Mr. Jones

Pledge of Allegiance

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. Ms. Stephanie Keener, Executive Director of the Small Business Development Center, Lynchburg Region, has requested to appear before the Board to provide an update on the Small Business Development Center.
2. Ms. Melissa Lucy, CEO of Horizon Behavioral Health, has requested to appear before the Board to provide an update on services provided by Horizon Behavioral Health.
3. Sheriff Robbie Richardson has requested to appear before the Board to discuss a new hire supplement.

PUBLIC HEARING

4. **VDOT Secondary Six-Year Plan, Fiscal Years 2026 through 2031**
A duly advertised joint public hearing has been scheduled to receive comments in accordance with Code of Virginia Section 33.1-70.01. The purpose of the public hearing is to receive comments on the proposed Six-Year Plan for fiscal years 2026 through 2031 and on the Secondary System Construction Budget for fiscal year 2026. All projects in the Secondary Six-Year Plan that are eligible for federal funding will be included in the Statewide Transportation Improvement Plan (STIP), which documents how Virginia will obligate federal transportation funds.
STAFF RECOMMENDATION: After receiving public comments and Board discussion, please consider adopting the VDOT Secondary Six-Year Plan for Fiscal Years 2026-2031 and the Secondary System Construction Budget for Fiscal Year 2026.
5. **RZ250174-Ideal Design Services LLC/Clarke Campbell**
A duly advertised public hearing has been scheduled to receive comments on the

conditional rezoning petition of Ideal Design Services LLC (property owner)/Clarke Campbell (agent). The petitioner requests to rezone one parcel located at 11799 Richmond Highway, east of the Town of Appomattox, from A-1, Agricultural Zoning District to Conditional M-1, Industrial Zoning District. The petitioner has submitted a Proffer Statement which limits the number and type of Permitted Land Uses, and eliminates all land uses allowed by Conditional Use Permit. The parcel is identified as Tax Map Identification Number 77 (A) 119 and is a total of 3.652 acres. At its regular April meeting, the Planning Commission voted unanimously to recommend accepting the Proffer Statement and approving the rezoning petition as presented.

STAFF RECOMMENDATION: After receiving comments from the public, an ordinance has been prepared for your consideration in accordance with the recommendation of the Planning Commission.

ACTION ITEMS

6. Commissioner of the Revenue Refund Requests

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

- 1) Refund Jerome Wayne Christian and Isaiah Jerome Christian \$929.75 for 2024 personal property taxes paid. They were erroneously assessed.
- 2) Refund Julia Belle Smyser \$105.03 for 2025 personal property taxes. They were erroneously assessed.

STAFF RECOMMENDATION: Consider the above refunds. Transfer by consent \$1,034.78 from the General Fund and appropriate to 1209-5803. New local funds are required.

7. Department of Social Services

Please transfer by consent **\$4,765.65** from the General Fund and appropriate to **5301-3009 Management Consulting**. At the November 18, 2024, meeting, the Board approved the County Administrator to execute a consulting contract for an Interim Director for the Department of Social Services, not to exceed \$15,000.

STAFF RECOMMENDATION: New local funds are required.

8. Amendment to Chapter 3.2 - Elections

At the April 21, 2025, meeting, a duly advertised Public Hearing was held to receive public comment on a proposed ordinance to amend Appomattox County Code Chapter 3, Article II-Elections. The Board tabled the amendment to allow time to hear from the Attorney General's Office for a "Certificate of No Objection." This amendment would change paragraph 3.2-12(D), to consolidate the voting precincts and polling places in the Piney Mountain District into one precinct with a polling location at the Oakville Ruritan Building, 181 Piney Mountain Road, eliminating the Agee precinct and polling location.

STAFF RECOMMENDATION: Consider the ordinance to amend Appomattox County Code Chapter 3, Article II-Elections.

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.

9. **Invoices Submitted for Payment**

Please review the attached invoices and approve for payment:

May 2, 2025	\$70,945.16
May 16, 2025 - CSA	\$243,196.66
May 19, 2025	\$674,803.47
TOTAL:	\$988,945.29

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

10. **Minutes**

Please review the following "Draft" minutes for approval:

Monday, April 21, 2025, Regular Scheduled Meeting
Wednesday, April 30, 2025, Budget Work Session

11. **Animal Shelter Operations**

Please supplement by consent and appropriate the following:

3501-5413 Spay/Neuter Program	\$820.00
3501-5804 Donations	\$10.00
TOTAL:	\$830.00

RE: Funds received through adoptions (\$820.00); Donations received for animal shelter (\$10.00).

STAFF RECOMMENDATION: No new local funds are required.

12. **Sheriff's Department**

Please supplement by consent and appropriate to the following:

3102-1002 Overtime	\$3,116.08
3102-5401 Office Supplies	\$78.68
3102-5408 Vehicle Equipment/Gas	\$50.00
TOTAL:	\$3,244.76

RE: Reimbursement from the Appomattox County School Board for security performed by deputies at the AMS and ACHS sporting events (\$3,116.08); Reimbursement for office supplies for FOIA request (\$21.60); Reimbursement from County of Bedford for ICAC supplies (\$57.08); Reimbursement from Amherst County for incinerator usage to

dispose of evidence (\$50.00).

STAFF RECOMMENDATION: No new local funds are required.

13. **Treasurer's Office**

Please supplement by consent and appropriate to the following:

1213-5808 DMV Stops **\$7,515.00**

RE: DMV stops performed by the Treasurer's office.

STAFF RECOMMENDATION: New local funds are required.

14. **Sports Complex**

Please supplement by consent and appropriate to the following:

7101-6007 Special Projects **\$6,210.00**

RE: Reimbursement from Appomattox Youth Sports for the purchase of a scoreboard.

STAFF RECOMMENDATION: No new local funds are required.

15. **General Properties**

Please supplement by consent and appropriate to the following:

4302-5101 Electrical Services **\$2,323.30**

RE: Reimbursement from the School Board for Dominion Electric invoices paid by the County for the Carver Price cottage building being used to house School IT equipment.

STAFF RECOMMENDATION: No new local funds are required.

16. **Circuit Court**

Please supplement by consent and appropriate to the following:

2101-1007 Jurors/Witness **\$4,950.00**

RE: Reimbursement from the Supreme Court for Commonwealth cases for juror allowances.

STAFF RECOMMENDATION: No new local funds are required.

17. **Board of Supervisors**

Please supplement by consent and appropriate to the following:

1101-5804 Operating Reserve **\$1,300.00**

RE: Reimbursement from the Department of Social Services for a past-due invoice from the City of Lynchburg that the County paid to prevent collection action.

STAFF RECOMMENDATION: No new local funds are required.

18. **Children's Services Act (CSA)**

Please supplement by consent and appropriate the following:

5310-3001 Professional Services **\$19,857.73**

RE: Reimbursement from the Department of Social Services for professional services paid by CSA.

STAFF RECOMMENDATION: No new local funds are required.

19. **Circuit Court**

Please transfer by consent from the Law Library Fund to the General Fund and appropriate to the following:

2101-5804 Law Library

\$828.46

RE: Purchase of books for the Law Library by the Clerk of the Circuit Court.

STAFF RECOMMENDATION: No new local funds are required.

ITEMS REMOVED FROM CONSENT

ATTORNEY'S REPORT

20. **Lease and Purchase Option Agreement Amendment**

21. **Land Acquisition Update**

ADMINISTRATOR'S REPORT

REPORTS AND INFORMATIONAL ITEMS

22. **School Financial Reports**

Attached for the Board's review are the March and April 2025 month-end financial reports 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

23. I move that the Board enter into closed session for the limited purpose of a discussion regarding information related to security at the Middle School where discussion in open meeting would jeopardize the safety of any person or the security of any facility or building pursuant to Section 2.2-3711(19) of the Code of Virginia, (1950, as amended).

UPCOMING MEETINGS

Monday, June 16, 2025 @ 6:00 p.m

Regular Scheduled Meeting

Board of Supervisors Meeting Room

171 Price Lane, Appomattox, VA 24522

ADJOURNMENT

