

**BOARD OF SUPERVISORS
REGULAR SCHEDULED MEETING
Monday, April 21, 2025
6:00 P.M.**

The Appomattox County Board of Supervisors held its regular scheduled meeting on Monday, April 21, 2025, 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
Kenneth Wolfskill	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 Adams, County Administrator
Mark Popovich, County Attorney
Johnnie Roark, Planning/Zoning/Economic Administrator/Deputy Director of Operations
Janet McConville, Finance Specialist II
Wanda McCormick, Finance Specialist III
Ace Bailey, IT Specialist

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

Invocation – Mr. Carter

Pledge of Allegiance

SETTING OF AGENDA

Motion made by Rev. Jones, seconded by Mr. Carter, and carried with all members voting yes, to approve the agenda as presented.

BUDGET WORK SESSION

FY2026 Library Budget Request

The Board considered an outstanding budget request from the librarian in the amount of \$29,238.00 for two position changes: Public Services Specialist to Assistant Library Director, and reclassifying a part-time Library Assistant to full-time Youth Services Specialist.

Motion made by Rev. Jones, seconded by Mr. Carter to include in the FY26 Budget the librarian's request of \$29,238.00 for two position changes: Public Services Specialist to Assistant Library Director, and reclassifying a part-time Library Assistant to full-time Youth Services Specialist. Chairman Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Wolfskill-yes, Mr. Hinkle-yes, and Rev. Jones-yes.

FY2026 Budget Request from Southside Virginia Alcohol Safety Action Program

The Board considered a request for funding for the FY26 Budget from the Southside Virginia Alcohol Safety Action Program in the amount of \$5,000.00.

Motion made Mr. Carter, seconded by Rev. Jones to include \$5,000.00 in the FY26 Budget for the Southside Virginia Alcohol Safety Action Program. Chairman Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Wolfskill-yes, Mr. Hinkle-yes, and Rev. Jones-yes.

CITIZEN PUBLIC COMMENT PERIOD

Shirley Wheeler addressed the Board to inquire about the decision made by the Board concerning the Chap voting precinct.

APPEARANCES

GOVA Presentation

Mr. Paul Denham, Vice Chair for GO Virginia Region 2 appeared before the Board to provide a GOVA presentation.

Appomattox County Secondary Road Six-Year Plan

Mr. Robert Brown, VDOT Appomattox Residency Administrator, appeared before the Board to present the Appomattox County Secondary Road Six-Year Plan FY2026-2031 and the Unpaved Priority list from last year with the additional requests received throughout the last 12 months.

Motion made by Mr. Hipps, seconded by Rev. Jones to list Maury Place, Snapps Mill Road, and Bell View Road as priorities 1, 2 and 3, respectively, on the Rural Rustic Priority List 2026/2031. Chairman Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Wolfskill-yes, Mr. Hinkle-yes, and Rev. Jones-yes.

Motion made by Mr. Wolfskill, seconded by Mr. Carter to authorize staff to advertise and schedule a Public Hearing on May 19, 2025, Board of Supervisors Meeting, at 6:00 p.m. to receive public comment on the Rural Rustic Priority list and the VDOT Six-Year Plan, FY2026-2031. Chairman Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Wolfskill-yes, Mr. Hinkle-yes, and Rev. Jones-yes.

Appomattox County Volunteer Fire Department

Mr. Jonathan Garrett, Fire Chief for the Appomattox County Volunteer Fire Department appeared before the Board to discuss a Virginia Department of Fire programs PPE Grant that the Fire Department has been awarded and request the Board's consideration to authorize the County Administrator to sign the Award Acceptance Certification.

Motion made by Mr. Wolfskill, seconded by Mr. Carter to authorize the County Administrator to sign the Award Acceptance Certification for the Virginia Department of Fire Programs PPE Grant. Chairman Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Wolfskill-yes, Mr. Hinkle-yes, and Rev. Jones-yes.

Mr. Garrett also provided an update on the purchase of a new ladder truck for the Fire Department. He explained that the Fire Department has not been able to sell the old ladder truck, and without the sale, there is concern about making the first loan payment to the County for the obligated loan. Mr. Garrett asked the Board to consider forgiving all or half of the original loan of \$450,000 that was approved in December, 2024. Mr. Garrett also presented a plan to the Board for the Appomattox Fire Department to donate the old ladder truck to the Concord Fire Department. No vote was taken.

Sheriff Richardson – JAG Grant, Department Update

Sheriff Robby Richardson appeared before the Board to give a department update and also to discuss a JAG Grant for the Sheriff's Department. The grant would pay for updates to the mobile data terminals and office computers, and would require a 25% match from the County.

Motion made by Rev. Jones, seconded by Mr. Wolfskill to approve up to \$17,165.57 in matching funds for FY26 for the JAG Grant application requested by the Sheriff's Department, which will be used to update mobile data terminals and office computers. Chairman Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Wolfskill-yes, Mr. Hinkle-yes, and Rev. Jones-yes.

Maintenance Update

Mr. Jeff Shepherd, Maintenance Supervisor, appeared before the Board to provide an update on the roof repairs at the County Administration Office, Sheriff's Department and the Health Department; County participation in a program provided by Dominion to replace light bulbs in the county buildings to LED; and updates to the Sports Complex trails and walkways.

Solid Waste Study Update

Mr. Johnnie Roark appeared before the Board to provide an update on the McGill Solid Waste Disposal Options Report.

PUBLIC HEARING

Public Hearing – Amendment to Chapter 3.2-Elections

At 7:10 p.m. after due notice was given, Chairman Hinkle called the Public Hearing in order to receive public comment and input regarding a proposed ordinance to amend the Appomattox County Code Chapter 3 Article II – Elections. Specifically, amend 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, Appomattox, VA, eliminating the Agee precinct and polling location. The Appomattox County Electoral Board recommended the change. The County Attorney commented that the County is waiting to hear from the Attorney General's office for a "Certificate of No Objection" and recommended to table the related action until the May 19, 2025 Regular Board Meeting. The Public Hearing was closed at 7:14 p.m. after no further comments were received.

Motion made by Mr. Wolfskill, seconded by Mr. Carter to table action on the Appomattox County Code Chapter 3 Article II-Elections, Paragraph 3.2-12(D) until the May 19, 2025

Regular Board Meeting. Chairman Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Wolfskill-yes, Mr. Hinkle-yes, and Rev. Jones-yes.

Public Hearing – Proposed FY2026 Budget

At 7:15 p.m. after due notice was given, Chairman Hinkle called the Public Hearing to receive public comment and input regarding the Proposed FY2026 County/School Budget in the amount of \$58,105,727.00. After receiving no comments, the Public Hearing was closed at 7:15 p.m. A Special Called Meeting is scheduled for April 30, 2025 at 6:00 p.m. to consider approval of the FY2026 County/School Budget.

ACTION ITEMS

Schedule Public Hearing – RZ250174 – Ideal Design Services, Inc.

Motion made by Mr. Carter, seconded by Mr. Hipps to authorize staff to schedule and advertise a Public Hearing for May 19, 2025 at 6:00 p.m. to receive comments on a rezoning petition by Ideal Design Services, Inc. (property owner) to rezone property located at 11799 Richmond Highway, from A-1, Agricultural Zoning District to Conditional M-1, Industrial Zoning District and totals 3.652 acres. Chairman Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Wolfskill-yes, Mr. Hinkle-yes, and Rev. Jones-yes.

Resolution – Street Acceptance, Woodchase Subdivision

A RESOLUTION REQUESTING ACCEPTANCE BY THE VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT) FOR THE STREETS IN WOODCHASE SUBDIVISION

At the regular scheduled meeting of the Board of Supervisors of Appomattox County, Virginia held on the 21st day of April, 2025, it was duly moved and seconded that the following resolution be adopted:

WHEREAS, the streets described on the attached Virginia Department of Transportation (VDOT) form AM-4.3, fully incorporated herein by reference, are shown on plats recorded in the Clerk's Office of the Circuit Court of Appomattox County, Virginia; and

WHEREAS, the Resident Engineer for VDOT has advised the Board that the streets meet the requirements established by the Secondary Street Acceptance Requirements, Chapter 382 of VDOT;

NOW THEREFORE, BE IT RESOLVED, that the Virginia Department of Transportation is hereby requested to add the street description below and on attached Form AM 4.3 to the Appomattox County Secondary Road System for maintenance of the following subdivision roads which have been constructed by the subdivider as a Class "A" subdivision in accordance with the requirements of Section 33.2-705, Code of Virginia and the Virginia Department of Transportation's Subdivision Street Requirement, TO WIT:

Project/Subdivision Woodchase Subdivision
Street Name and/or Route Number
Somerset Drive, State Route Number 756
Arbor Court, State Route Number 757.

BE IT FURTHER RESOLVED, that this Board guarantees a minimum unrestricted 50-foot right of way with additional widths as may be necessary for cuts, fills and drainage together with easements on adjacent properties.

ADOPTED BY THE APPOMATTOX COUNTY BOARD OF SUPERVISORS ON APRIL 21, 2025.

Motion made by Mr. Carter, seconded by Rev. Jones to adopt a resolution requesting VDOT to add two streets, Somerset Drive and Arbor Court, in the Woodchase Subdivision to the Secondary Road System. Chairman Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Wolfskill-yes, Mr. Hinkle-yes, and Rev. Jones-yes.

Department of Social Services

Motion made by Rev. Jones, seconded by Mr. Wolfskill to transfer by consent \$10,234.35 from the General Fund and appropriate to 5301-3009 Management Consulting. Chairman Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Wolfskill-yes, Mr. Hinkle-yes, and Rev. Jones-yes.

Sheriff's Department

Motion made by Mr. Wolfskill, seconded by Rev. Jones to transfer by consent \$106,906.80 from the General Fund and appropriate to 3102-7001 Equipment for the purchase of body-worn cameras. Chairman Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Wolfskill-yes, Mr. Hinkle-yes, and Rev. Jones-yes.

COMMITTEE APPOINTMENTS

Piedmont Community Criminal Justice Board

Motion made by Mr. Carter, seconded by Mr. Wolfskill to appoint Mr. Les Fleet, Commonwealth's Attorney, to fill an open position on the Piedmont Community Criminal Justice Board. Chairman Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Wolfskill-yes, Mr. Hinkle-yes, and Rev. Jones-yes.

CONSENT AGENDA

Invoices Submitted for Payment

Please review the attached invoices and approve for payment:

April 3, 2025	\$97,996.77
April 17, 2025 - Jurors	\$4,950.00
April 18, 2025 - CSA	\$322,104.34
April 21, 2025	\$1,494,269.95
TOTAL:	\$1,919,321.06

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

Minutes

Please review the following DRAFT minutes for approval:

Tuesday, March 11, 2025, Budget Work Session

Monday, March 17, 2025, Regular Scheduled Meeting

Tuesday, March 25, 2025, Budget Work Session

Sheriff's Asset Forfeiture Fund

Please transfer by consent \$5,995.00 from the Federal Asset Forfeiture Fund to the General Fund and appropriate to **3102-7005 Motor Vehicle/Equipment**.

RE: Purchase a vehicle for the Sheriff's Office.

STAFF RECOMMENDATION: No new local funds are required.

Building & Housing Department

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

3401-6001 Levy Fees	\$460.24
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RE: Third Quarter (Jan-March) levy fees collected on building permits.

STAFF RECOMMENDATION: No new local funds are required.

Animal Shelter Operations

Please supplement by consent and appropriate the following:

3501-5413 Spay/Neuter Program	\$1,085.00
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3501-5804 Donations	\$745.00
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TOTAL:	\$1,830.00
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RE: Funds received through adoptions (\$1,085.00); Donations received for animal shelter (\$745.00).

STAFF RECOMMENDATION: No new local funds are required.

Sheriff's Department

Please supplement by consent and appropriate to the following:

3102-1002 Overtime	\$8,546.93
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3102-1003 Part-Time Salaries	\$1,157.52
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3102-5401 Office Supplies	\$1,207.19
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3102-5408 Vehicle Equipment/Gasoline Supplies	\$9,164.35
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3102-5504 Travel (Convention/Educ/Training)	\$299.00
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3102-5805 Project Lifesaver	\$500.00
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3102-7001 Equipment	\$87.40
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TOTAL:	\$20,962.39
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RE: Reimbursement from the Appomattox County School Board for security performed by deputies at the Boys and Girls Basketball games (\$1,186.85); Reimbursement from DCJS for TDO/ECO hours worked by deputies (\$4,992.00); Reimbursement from The City of Lynchburg for CIT hours worked by deputies (\$2,368.08); Reimbursement from the Appomattox County School Board for extra school security performed by deputies (\$1,157.52); Reimbursement from the County of Bedford for ICAC computer (\$1,049.99); Reimbursement for FOIA Request (\$157.20); Reimbursement from VACORP for vehicle damages to a 2018 Dodge Durango (\$9,164.35); Reimbursement from NJ CIDBA Street Cop Training for a canceled class (\$299.00); Donation received from Appomattox Chapter 10, Order of the Eastern Star for Project Lifesaver (\$500.00); Reimbursement from Uline for an invoice that was paid twice (\$87.40).

STAFF RECOMMENDATION: No new local funds are required.

Waterline Expenses

Please supplement by consent and appropriate the following:

082-1800-5101 Electrical Services	\$1,708.69
082-1800-5203 Telecommunications	\$129.60
TOTAL:	\$1,838.29

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

STAFF RECOMMENDATION: No new local funds are required.

Board of Supervisors

Please supplement by consent and appropriate to the following:

1101-5804 Operating Reserve	\$2,430.00
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RE: Health Insurance credit refund received from DHRM and paid to VACORP.

STAFF RECOMMENDATION: No new local funds are required.

E911 Communication Center

Please supplement by consent and appropriate to the following:

3606-7013 NG911 Grant	\$28,119.09
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3606-7014 VDEM Grant	\$41,657.28
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TOTAL:	\$70,568.37
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RE: Grant funds received from the Virginia Department of Emergency Management.

STAFF RECOMMENDATION: No new local funds are required.

Road Side Clean-Up

Please supplement by consent and appropriate to the following:

4209-1003 Part-Time	\$2,287.50
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RE: Reimbursement from VDOT for March 2025 trash pick-up.

STAFF RECOMMENDATION: No new local funds are required.

Clerk of the Circuit Court

Please supplement by consent and appropriate to the following:

2106-3002 Professional Services	\$15,182.50
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RE: Reimbursement from the State Library of Virginia, Circuit Court Records Preservation Program Grant (CCRP).

STAFF RECOMMENDATION: No new local funds are required.

Commonwealth Attorney

Please supplement by consent and appropriate the following:

2201-5501 Travel (Mileage/Meals)	\$495.50
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2201-5504 Travel (Convention/Educ/Training)	\$388.50
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TOTAL:	\$884.50
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RE: Reimbursement from the Commonwealth's Attorneys' Services Council for Kia Scott to attend the annual Spring Conference.

STAFF RECOMMENDATION: No new local funds are required.

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

ATTORNEY'S REPORT

The County Attorney requested that the Board approve the second amendment to the Deed of Lease with Central Virginia Community College which will provide additional leased space.

Motion made by Mr. Wolfskill, seconded by Rev. Jones authorize the County Administrator to execute the second amendment for the Central Virginia Community College Lease. Chairman Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Wolfskill-yes, Mr. Hinkle-yes, Rev. Jones-yes.

ADMINISTRATOR'S REPORT

Ms. Adams shared the County Administrator's report noting:

- The April 30, 2025 Special Called Meeting to approve the FY26 Budget and to set the tax levies.
- Currently, the Public Notices are advertised in the *Farmville Herald*.
- Animal Control: A third animal control officer has been hired and is working, and a previous hire has been training off-site. Training from the Attorney General's office is scheduled for May, 2025.
- Updates are continuing to the DSS at the Court Street location, with a projected completion date of May 31, 2025.
- A DSS job fair is scheduled, and DSS employees are working in the office full-time.
- Courthouse construction has a projection date of completion is July 3, 2025.
- Youth sports complex current and future updates.
- Discussions with the Appomattox Town Manager on water and sewer needs.
- A future joint meeting of the Town Council and Board of Supervisors will be scheduled in the near future.
- Senator Cifers has plans to meet with Board.

Motion made by Mr. Wolfskill, seconded by Mr. Hinkle to advertise the Public Notices in the *Farmville Herald*, and it will be the official newspaper of record for Appomattox County. Chairman Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Wolfskill-yes, Mr. Hinkle-yes, Rev. Jones-no. Motion carried 4-1.

REPORTS AND INFORMATIONAL ITEMS

None

SUPERVISOR CONCERNS

Rev. Jones commented that his constituent is happy to see the new Oakville Dollar General. Rev. Jones commented on the progress of library use. Mr. Carter library commented on the progress of library use and community events. Mr. Hinkle complimented the Animal Control Officers.

CLOSED SESSION

No Closed Session

UPCOMING MEETINGS

Wednesday, April 30, 2025 @ 6:00 p.m.
Special Called Meeting - Approve FY 2026

Budget Board of Supervisors Meeting Room
171 Price Lane, Appomattox, VA 24522

Monday, May 19, 2025 @ 6:00 p.m.
Regular Scheduled Meeting
Board of Supervisors Meeting Room
171 Price Lane, Appomattox, VA 24522

ADJOURNMENT

Motion made by Mr. Carter, seconded by Mr. Hinkle and carried with all other members present voting yes, to adjourn at 7:45 p.m.

John Hinkle, Chairman