

**BOARD OF SUPERVISORS
REGULAR SCHEDULED MEETING
Monday, May 19, 2025
6:00 P.M.**

The Appomattox County Board of Supervisors held its regular scheduled meeting on Monday, May 19, 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
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 – Rev. Jones

Pledge of Allegiance

SETTING OF AGENDA

Motion made by Mr. Carter, seconded by Mr. Hipps, and carried with all members present and voting yes, to amend the agenda to include item #4-Clerk of Circuit Court Presentation – Janet Hix.

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

CITIZEN PUBLIC COMMENT PERIOD

None

APPEARANCES

Small Business Development Center

Ms. Stephanie Keener, Executive Director of the Small Business Development Center, Lynchburg Region, addressed the Board to provide an update on the Small Business Development Center.

Horizon Behavioral Health

Ms. Melissa Lucy, CEO of Horizon Behavioral Health appeared before the Board to provide an update on services of Horizon Behavioral Health.

Sheriff's Office

Sheriff Robby Richardson appeared before the Board to request a new hire supplement of \$5,000.00, if the Deputy was already certified and did not require attending the Academy.

Motion made by Mr. Hipps, seconded by Rev. Jones to approve an increase to the Sheriff's budget of \$5,000.00 for a new hire supplement. Mr. Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Hinkle-yes, Mr. Wolfskill-yes, and Rev. Jones-yes.

Clerk of the Circuit Court

Janet Hix, Clerk of the Circuit Court, appeared before the Board to discuss a salary increase to the Clerk position from the State Compensation Board for Master Clerk Certification. Also, Ms. Hix requested funding for benefits of an additional position provided by the State Compensation Board. Finally, Ms. Hix explained that there will be a vacancy in her department and requested to retain the current supplement for employees' salaries as needed.

PUBLIC HEARING

VDOT Secondary Six-Year Plan, Fiscal Years 2026 through 2031

At 6:05 p.m. after due notice was given, Mr. Hinkle called the Public Hearing to order 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. Mr. Robert Nye addressed the Board to request that the unpaved road leading to his property be moved up on the Rural Rustic Priority List due to damage from water runoff. After receiving no further comments, the Public Hearing was closed at 6:10 p.m.

Motion made by Rev. Jones, seconded by Mr. Hipps to approve the VDOT Secondary Six-Year Plan for fiscal years 2026 through 2031 and the Secondary System Construction Budget for fiscal year 2026. Mr. Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Hinkle-yes, Mr. Wolfskill-yes, and Rev. Jones-yes.

RZ250174-Ideal Design Services LLC/Clarke Campbell

At 6:48 p.m. after due notice was given, Mr. Hinkle called the Public Hearing to order to receive comments on conditional rezoning petition of Ideal Design Services LLC to rezone one parcel at 11799 Richmond Highway. After receiving no comments, the Public Hearing was closed at 6:50 p.m.

Motion made by Mr. Hipps, seconded by Mr. Wolfskill to approve the rezoning petition for Ideal Design Services, RZ250174. Mr. Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Hinkle-yes, Mr. Wolfskill-yes, and Rev. Jones-yes.

ACTION ITEMS

Commissioner of the Revenue Refund Requests

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

- 1) Refund of 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. No new local funds are required.

Motion made by Rev. Jones, seconded by Mr. Carter to approve the Commissioner of Revenue refund requests in the amount of **\$1,034.78** from the General Fund to appropriate to 1209-5803. Mr. Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Hinkle-yes, Mr. Wolfskill-yes, and Rev. Jones-yes.

Department of Social Services

Motion made by Rev. Jones, seconded by Mr. Wolfskill to transfer by consent \$4,765.65 from the General Fund and appropriate to 5301-3009 Management Consulting. Mr. Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Hinkle-yes, Mr. Wolfskill-yes, and Rev. Jones-yes.

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.

Motion made by Rev. Jones, seconded by Mr. Wolfskill to approve the amendment to the Appomattox County Code Chapter 3, Article II 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. Mr. 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:

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.

Minutes

Please review the following DRAFT minutes for approval:

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

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.

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/Gasoline Supplies	\$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.

Treasurer's Office

Please supplement by consent and appropriate to the following:

1213-5808 DMV Stops	\$7,515.00
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RE: DMV stops performed by the Treasurer's office.

STAFF RECOMMENDATION: No new local funds are required.

Sports Complex

Please supplement by consent and appropriate to the following:

7101-6007 Special Projects	\$6,210.00
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RE: Reimbursement from Appomattox Youth Sports for the purchase of a scoreboard.

STAFF RECOMMENDATION: No new local funds are required.

General Properties

Please supplement by consent and appropriate to the following:

4302-5101 Electrical Services	\$2,323.30
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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.

Circuit Court

Please supplement by consent and appropriate to the following:

2101-1007 Jurors/Witness	\$4,950.00
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RE: Reimbursement from the Supreme Court for Commonwealth cases for juror allowances.

STAFF RECOMMENDATION: No new local funds are required.

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.

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.

Clerk of the Circuit Court

Please supplement by consent and appropriate to the following:

2102-5804 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.

Motion made by Mr. Wolfskill, seconded by Mr. Carter to approve the Consent Agenda as presented. Mr. 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

ACA Lease Amendment

Motion made by Mr. Wolfskill, seconded by Mr. Carter to approve the amendment to the current Appomattox Christian Academy lease to reduce the size of leased space. Mr. Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Wolfskill-yes, Mr. Hinkle-yes, Rev. Jones-yes.

Land Acquisition Update

Motion made by Mr. Wolfskill, seconded by Mr. Hipps to authorize staff to purchase two parcels of adjacent property (Sears Property) not to exceed \$695,000. Mr. 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 need for the Board to have a strategic planning meeting to discuss County Capital Improvement needs before meeting with the Town Council.
- The continuing progress of the Courthouse Construction.
- The possible \$5 per ton tipping fee from the Region 2000 Services Authority.

- The DSS renovation is close to completion, and employees will be moving in soon.
- Work is being done at the Youth Sports Complex, and a tournament will be held the weekend of June 20th.
- The Town of Appomattox will celebrate its Centennial Anniversary in Courtland Park on Saturday, June 7th, 5:00-8:00 p.m.
- The roof replacement for the County Administration, Sheriff's Office and Health Department buildings.
- The County is currently assessing future Health Department needs and the pros and cons of renovating or moving the Department.
- The Virginia Alcohol and Safety Action Program donation of \$5000.00, which is a first-time donation.

REPORTS AND INFORMATIONAL ITEMS

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

None

CLOSED SESSION

Mark Popovich, the County Attorney, read the following Resolution authorizing a Closed Session:

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).

Motion made by Mr. Hinkle, seconded by Mr. Carter, to enter into closed session at 7:10 p.m. Mr. Hinkle called for a roll call vote: Mr. Wolfskill-yes, Mr. Hipps-yes, Mr. Carter-yes, Mr. Hinkle-yes, Rev. Jones-yes.

Mrs. Wanda McCormick read the following closed session certification at 7:37 p.m. To the best of your knowledge, were the only matters discussed in the closed meeting public business matters lawfully exempted from open meeting requirements, and that only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting. Mrs. McCormick called for a roll call vote: Mr. Hipps-yes; Mr. Carter-yes; Mr. Hinkle-yes; Mr. Wolfskill-yes, Rev. Jones-yes.

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

Motion made by Mr. Carter, seconded by Mr. Hinkle and carried with all other members present voting yes, to adjourn at 7:39 p.m.

John Hinkle, Chairman