



**BOARD OF SUPERVISORS
MONDAY, AUGUST 18, 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. Hinkle

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. Mr. Shannon Lewis, Forestry Manager, 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 provide his Department's annual law enforcement update.

PUBLIC HEARING

3. **Public Hearing-Chapter 3.7-58-Transient Occupancy Tax, Report and Remittance of Tax**
A duly advertised public hearing has been scheduled for the Appomattox County Board of Supervisors to receive comments on proposed amendments to Chapter 3.7-58, Subsection G, related to reporting to the Commissioner of Revenue for third-party accommodation intermediaries, such as Airbnb, Travelocity, Expedia, etc. The accommodation provider is permitted to attest that they utilize a third-party intermediary, and that all retail sales are handled through the intermediary. Additionally, the accommodations provider must report any retail sales, and remit such tax as otherwise required, not facilitated by the third-party intermediary. This Code update is being processed in accordance with recent legislation passed by the General Assembly.
STAFF RECOMMENDATION: After receiving comments from the public, the County Attorney has prepared an ordinance for your consideration.

ACTION ITEMS

4. **Memorandum of Understanding - Amendment to Ladder Truck Funding and Loan Repayment Agreement**

The Board forgave half of the loan in the amount of \$225,000.00 for the Appomattox Volunteer Fire Department ladder truck at the July 21, 2025, meeting. Attached for the Board's review and approval is the revised payment schedule provided by Mr. Jonathan Garrett, Fire Chief, to align with the repayment terms on the reduced fire truck loan.

STAFF RECOMMENDATION: Approve the revised payment schedule and authorize the County Administrator to sign the revised MOU.

5. **NG911 Additional Grant Funding**

The Virginia 911 Services Board has awarded the 911 Center a NG911 Additional Funding grant in the amount of \$150,000.00. Mr. John Vannoy, Public Safety Manager, is present to discuss.

Please supplement by consent and appropriate to the **FY 2026** operating budget:

3606-7013 NG911 Grant **\$150,000.00**

RE: NG911 Additional Funding Grant

STAFF RECOMMENDATION: No new local funds are required.

6. **Carry-Forward Funds Request for FY 2026 County Operating Budget:**

Please consider the approval of the following FY 2025 remaining balance department funds and re-appropriate to the **FY 2026** operating budget:

Board of Supervisors

1101-5804 Operating Reserve	\$137,500.00
1101-5814 ARPA Broadband	\$731,259.60
1101-5815 ARPA	\$18,300.00

Assessor & Reassessment

1210-3002 Professional Services	\$216,360.48
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Sheriff

3102-5804 TRIAD (Donations)	\$1,582.47
3102-5812 Canine Supplies (Donations)	\$6,620.73

DARE

3106-5401 Office Supplies	\$913.97
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Volunteer Fire

3201-7001 Equipment (Apparatus)	\$100,000.00
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Animal Control

3501-5413 Spay/Neuter Program	\$18,235.30
3501-5804 Donations	\$3,793.32

Emergency 911

3606-7003 Communication Equipment	\$175,169.50
3606-7012 Public Safety Communication Upgrade	\$58,159.23

General Properties

4302-3004 Repairs/Maintenance	\$88,000.00
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Sports Complex

7101-5804 Donations	\$1,128.55
7101-6007 Special Projects	\$9,089.03

Economic Development

8105-6007 Special Projects	\$21,817.00
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Capital Projects

9104-7014 County Capital Projects	\$753,117.00
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STAFF RECOMMENDATION: No new local funds are required.

7. **Schools Carry-Forward Funds Request for FY 2026 Operating Budget:**

The Appomattox County Public Schools are requesting the Board's approval to carry-forward FY 2025, ending balance funds and re-appropriate the following to the **FY 2026** Schools operating budget:

ALL In Tutoring (must be expended by June 30, 2026)	\$611,933.07
SOQ Position Bonus (will be expended in October 2025)	\$256,078.00
School Food Service Funds - Fund 2	\$1,454,418.06
Capital Improvement Funds - Fund 3	\$1,318,851.00
Textbook Fund - Fund 6	\$108,716.57
TOTAL:	\$3,749,996.70

STAFF RECOMMENDATION: No new local funds are required.

8. **DSS Carry-Forward Funds Request for FY 2026 Operating Budget:**
Please consider the approval of the remaining FY 2025 balance funds and re-appropriate to the **FY 2026** DSS operating budget:
\$118,870.72
STAFF RECOMMENDATION: No new local funds are required.
9. **Treasurer's Office**
Please approve and transfer by consent from the General Fund and appropriate the following to the FY 2025 operating budget:
1213-3002 Professional Services **\$2,018.73**
STAFF RECOMMENDATION: New local funds are required.
10. **Electoral Board**
Please approve and transfer by consent **\$14,413.68** from the General Fund and appropriate to the following in the **FY 2025** operating budget:
1301-1003 Election Official Wages \$10,513.02
1301-3002 Professional Services \$3,900.66
TOTAL: \$14,413.68
RE: Additional funds required for the extra primary elections held during FY 2025.
STAFF RECOMMENDATION: New local funds are required.
11. **Children's Services Act (CSA)**
Please approve and transfer by consent from the General Fund and appropriate the following to the **FY 2025** operating budget:
5310-3001 Professional Services **\$688,377.21**
RE: Additional local funds required for CSA services paid in FY 2025. This amount reflects the local match required for State funds.
STAFF RECOMMENDATION: New local funds are required.
12. **Zoning/Subdivision/Planning**
Please approve and transfer by consent from the General Fund and appropriate to the following in the **FY 2025** operating budget:
8104-3002 Professional Services **\$6,088.63**
RE: Increased services provided by Timmons Group for GIS Mapping.
STAFF RECOMMENDATION: New local funds are required.
13. **Capital Projects**
Please approve and transfer by consent from the General Fund and appropriate to the following in the **FY 2025** operating budget:
9104-7015 DSS Renovation **\$1,417.92**
STAFF RECOMMENDATION: New local funds are required.

14. **Courthouse Security Fund**

Please transfer by consent **\$37,147.84** from the Courthouse Security Fund to the General Fund and appropriate the following to the **FY 2025** operating budget:

3102-1006 Courthouse Security Position **\$37,147.84**

STAFF RECOMMENDATION: No new local funds are required.

15. **Fines & Forfeitures Fund**

Please transfer by consent **\$144,427.42** from the Fines & Forfeitures Fund to the General Fund and appropriate to the following in the **FY 2025** operating budget:

3102-1007 Traffic Safety Overtime **\$144,427.42**

STAFF RECOMMENDATION: No new local funds are required.

16. **Commissioner of the Revenue Refund Requests**

Mrs. Sara Henderson, Commissioner of the Revenue, is requesting the following to be paid from **1209-5803 Refunds** in the **FY 2026** operating budget:

1) Refund Tesla Lease Trust **\$446.30** for 2025 personal property taxes. They were erroneously assessed.

2) Refund Logan K. Gower **\$92.38** for 2025 personal property taxes. He qualifies for the Veteran's Exemption.

3) Refund Stuart Carroll & Jannie Michelle Mann **\$314.90** for 2024 personal property taxes. They were erroneously assessed.

4) Refund Timothy W. Schoonmaker **\$49.97** for personal property taxes. He was erroneously assessed.

5) Refund Jonathan Adam and Dana Marshall Jackson **\$357.59** for personal property taxes. They were erroneously assessed.

6) Refund Kenneth Lee and Sarah Elizabeth Surratt **\$29.64** for 2025 personal property taxes. He qualifies for the Veteran's Exemption.

7) Refund Rocket Mortgage ISAOA **\$92.59** for 2025 real estate taxes in the names of Kenneth Lee and Sarah Elizabeth Surratt. He qualifies for the Veteran's Exemption.

8) Refund David Wayne and Christine Joy Phelps **\$367.43** for 2025 personal property taxes. He qualifies for the Veteran's Exemption.

9) Refund Rocket Mortgage ISAOA **\$856.80** for 2023, 2024 and 2025 real estate taxes in the names of David Wayne and Christine Joy Phelps. He qualifies for the Veteran's Exemption.

10) Refund Jeffrey S. Scruggs **\$3,528.00** for 2022, 2023, 2024 and first half of 2025 real estate taxes. He was erroneously assessed.

STAFF RECOMMENDATION: Consider the approval of the above refunds. Transfer by consent \$6,135.60 from the General Fund and appropriate to 1209-5803. 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.

17. **Invoices Submitted for Payment**

Please review the attached invoices and approve for payment:

August 1, 2025 - FY 2025 Post Year	\$4,381.89
August 14, 2025 - CSA - FY 2025 Post Year	\$156.00
August 18, 2025 - FY 2025 Post Year	\$38,407.10
TOTAL:	\$42,944.99

August 4, 2025 - FY 2026	\$44,521.61
August 5, 2025 - FY 2026	\$4,397.11
August 15, 2025 - CSA - FY 2026	\$148,127.57
August 19, 2025	\$525,798.92
TOTAL:	\$722,845.21

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

18. **Minutes**

Please review the following "DRAFT" minutes for approval:

Monday, July 21, 2025, Regular Scheduled Meeting

19. **J. Robert Jamerson Memorial Library**

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

7301-2013 Fellowship/Tuition	\$8,100.00
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RE: State Aid received for fellowship/tuition.

STAFF RECOMMENDATION: No new local funds are required.

Please supplement by consent and appropriate to the following in the **FY 2026** operating budget:

7301-2013 Fellowship/Tuition	\$16,200.00
7301-4001 Software/Support	\$2,500.00
7301-5401 Office Supplies	\$1,000.00
7301-5411 Books/Subscriptions	\$4,786.00
7301-5412 Education/Recreation Supplies	\$1,500.00
7301-5415 Summer Reading	\$1,500.00
7301-5503 Travel (Sustenance/Lodging)	\$1,000.00
7301-7001 Equipment	\$1,500.00

7301-7002 Furniture/Fixtures/Computer \$1,500.00

Asst

TOTAL: \$31,486.00

RE: Additional FY 2026 State Aid allocations received for the J. Robert Jamerson Memorial Library.

STAFF RECOMMENDATION: No new local funds are required.

Please supplement by consent and appropriate the following to the **FY 2026** operating budget:

7301-5401 Office Supplies \$529.25

7301-5411 Books/Subscriptions \$78.23

TOTAL: \$607.48

RE: Reimbursements and fines collected by the Library.

STAFF RECOMMENDATION: No new local funds are required.

20. **Animal Shelter**

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

3501-5504 Travel \$500.00

(Convention/Educ/Training)

RE: Reimbursement from the City of Martinsville for Animal Control Officer training that was canceled.

STAFF RECOMMENDATION: No new local funds are required.

Please supplement by consent and appropriate the following to the **FY 2026** operating budget:

3501-5413 Spay/Neuter Program \$1,035.00

3501-5804 Donations \$50.00

TOTAL: \$1,085.00

RE: Funds received through adoptions and spay/neuter services (\$1,035.00); Donations received for animal shelter (\$50.00).

STAFF RECOMMENDATION: No new local funds are required.

21. **911 Emergency Operations Center**

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

3606-3002 Professional Services \$4,895.49

3606-5501 Travel (Mileage/Meals) \$157.12

TOTAL: \$5,052.61

RE: SFGP grant funds received from VDEM for Timmons GIS addressing (\$4,895.49); Reimbursement from VDEM for training (\$157.12).

STAFF RECOMMENDATION: No new local funds are required.

22. **Capital Projects**

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

9104-7017 VOTECH TIC Grant **\$72,467.32**

RE: Reimbursement from the Central VA Planning District Commission for TRRC grant expenditures at the VoTech Center.

STAFF RECOMMENDATION: No new local funds are required.

23. **Sheriff's Department**

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

3102-1002 Overtime \$3229.20

3102-5401 Office Supplies \$50.27

TOTAL: \$3,279.47

RE: Reimbursement from the City of Lynchburg for CIT hours plus FICA worked by Deputies Brown, Meeks and Walker; FOIA request reimbursement for supplies (\$50.27).

STAFF RECOMMENDATION: No new local funds are required.

Please supplement by consent and appropriate the following to the **FY 2026** operating budget:

3102-1002 Overtime \$1,300.00

3102-5401 Office Supplies \$48.27

TOTAL: \$1,348.27

RE: Reimbursement for security performed by deputies at Rythm and Bike Night (\$750.00); Reimbursement for security performed by deputies at Boot on the Ground event (\$550.00); FOIA request reimbursement for supplies (\$48.27).

STAFF RECOMMENDATION: No new local funds are required.

24. **Commissioner of the Revenue**

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

1209-5504 (Convention/Educ/Training **50.00**

RE: Reimbursement from the Commissioner of the Revenue Association Career Development for a PP II class that was changed from in-person to online, difference of \$50.00 in class fee per person.

STAFF RECOMMENDATION: No new local funds are required.

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

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

5310-3001 Professional Services **\$441,891.00**

RE: Reimbursement from the State for CSA services.

STAFF RECOMMENDATION: No new local funds are required.

26. **Road Side Clean-Up**

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

4209-1003 Part-Time **\$3,555.54**

RE: Reimbursement from VDOT for trash pick-up.

STAFF RECOMMENDATION: No new local funds are required.

ITEMS REMOVED FROM CONSENT

ATTORNEY'S REPORT

ADMINISTRATOR'S REPORT

REPORTS AND INFORMATIONAL ITEMS

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.

UPCOMING MEETINGS

Monday, September 15, 2025 @ 6:00 p.m.

Regular Scheduled Meeting

Board of Supervisors Meeting Room

331 Court Street

Appomattox, VA 24522

ADJOURNMENT