

BOARD OF SUPERVISORS

REGULAR SCHEDULED MEETING
Monday, August 18, 2025
6:00 P.M.

The Appomattox County Board of Supervisors held its regular scheduled meeting on Monday, August 18, 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
Johnnie Roark, Planning/Zoning/Economic Administrator/Deputy Director of Operations
Mark Popovich, County Attorney
Janet McConville, Finance Specialist II
Wanda McCormick, Finance Specialist III

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

Invocation – Mr. Hinkle

Pledge of Allegiance

SETTING OF AGENDA

Motion made by Mr. Hinkle, seconded by Mr. Carter, and carried with all members present and voting yes, to amend the agenda by moving items 6-16 to the Consent Agenda.

Motion made by Rev. Jones, seconded by Mr. Carter, and carried with all members present and voting yes, to add “Sheriff’s Department Town Police Donation – appropriation of funds” to Item #2 of the agenda.

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

CITIZEN PUBLIC COMMENT PERIOD

None

APPEARANCES

County Payment for Timber Sales – Appomattox-Buckingham State Forest

Mr. Shannon Lewis, Forest Manager, appeared before the Board to provide an update on forestry and present the County payment in the amount of \$32,507.25 for timber sales revenue on the Appomattox-Buckingham State Forest in lieu of taxes.

Sheriff Department Update

Sheriff Richardson appeared before the Board to give a department update on summons' and warrants served from January 2025 through mid-August, 2025.

Sheriff Richardson requested the Board's approval of the Town's FY2025 donation to the following line items either to supplement negative line items or to carryforward to the FY26 line items, if deemed unspent funds.

Sheriff's Department

Please supplement by consent and appropriate the following to the **FY 2025** operating budget to reduce the negative line items:

3102-5410 Uniforms/Wearing Apparel	\$2,000.00
3102-5801 Dues/Memberships	\$1,000.00
TOTAL:	\$3,000.00

Please supplement by consent and appropriate the following to the **FY 2025** operating budget and carryforward to the FY26 budget the unspent funds:

3102-5408 Vehicle Equip/Gas	\$2,000.00
3102-5504 Travel (Conv/Educ/Training)	\$2,000.00
3102-5812 Canine Supplies	\$6,000.00
TOTAL:	\$10,000.00

RE: Town Police funds received from the Town of Appomattox in the amount of \$13,000.00.
STAFF RECOMMENDATION: No new local funds are required.

Motion made by Mr. Carter, seconded by Rev. Jones to approve the supplemental appropriation of \$13,000.00 to the Sheriff's FY25 Department budget. Mr. Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Hinkle-yes, Mr. Wolfskill-yes, and Rev. Jones-yes.

PUBLIC HEARING

Chapter 3.7-58, Section G-Transient Occupancy Tax, Report and Remittance of Tax

At 6:24 p.m. after due notice was given, Mr. Hinkle called the Public Hearing to order to receive comments on the Chapter 3.7-58 – Subsection G - Transient Occupancy Tax, Report and Remittance of Tax. The County Attorney explained the ordinance needs to be updated in order to comply with newly adopted legislation by the General Assembly. This was a joint effort made by the Virginia Commissioner of Revenue Association and third-party accommodation intermediaries, such as Airbnb, to clarify reporting. After receiving no citizen comments, the Public Hearing was closed at 6:25 p.m.

AN ORDINANCE TO AMEND AND REENACT THE APPOMATTOX COUNTY CODE BY AMENDING AND REENACTING CHAPTER 3, ADMINISTRATION, ARTICLE VII, TAXATION AND FEES, SECTION 3.7-58, REPORT AND REMITTANCE OF TAX

WHEREAS, the Virginia General Assembly has made certain revisions to the transient occupancy tax statutes; and

WHEREAS, the Board of Supervisors of Appomattox County, Virginia, deems it appropriate and necessary to revise its ordinance to conform to said revisions.

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Board of Supervisors of Appomattox County, Virginia, that the Appomattox County Code be amended and reenacted by amending and reenacting Chapter 3, Administration, Article VII, Taxation and Fees, Section 3.7-58, Report and Remittance of Tax as follows:

§ 3.7-58. Report and remittance of tax.

- A. For any retail sale of accommodations facilitated by an accommodations intermediary, the accommodations intermediary must remit the tax imposed pursuant to this division to the Commissioner.
- B. For any retail sale of accommodations not facilitated by an accommodations intermediary, the accommodations provider must remit the tax imposed pursuant to this division to the Commissioner.
- C. For any transaction for the retail sale of accommodations involving two or more parties that meet the definition of accommodations intermediary, nothing in this division prohibits such parties from making an agreement regarding which party will be responsible for collecting and remitting the tax, so long as the party so responsible is registered with the Commissioner for purposes of remitting the tax. In such event, the party that agrees to collect and remit the tax will be the sole party liable for the tax, and the other parties to such agreement will not be liable for such tax.
- D. The person collecting any such tax required pursuant to this division must make out a report on such forms and setting forth such information as the Commissioner may prescribe and require, showing the amount of total room charges collected, and the tax required to be collected, and must sign and deliver the same to the Commissioner with a remittance of such tax.
- E. Such reports and remittances must be made monthly on or before the 20th day of the month and covering the amount of tax collected during the preceding month. If the remittance is by check or money order; it must be payable to the County and all remittances received hereunder by the Commissioner must be promptly delivered to the Treasurer.
If the remittance is made on or before the 20th day of the month, the person making said remittance may deduct 3% from said remittance as a collection fee.
- F. Each accommodations intermediary must submit to the Commissioner the property addresses and gross receipts for all accommodations facilitated by the accommodations intermediary in Appomattox County on a monthly basis.
- G. An accommodations provider shall not be required to submit a report to the Commissioner of the Revenue if (i) retail sales of accommodations owned by the accommodations provider are facilitated by an accommodations intermediary and (ii) the accommodations provider attests to the County that all such sales are facilitated by an accommodations intermediary. Such attestation shall be effective for 12 months beginning with the month in which the attestation is made.

Thereafter, such attestation shall be due annually on a date determined by the Commissioner of the Revenue, on such forms and in such manner as the Commissioner of the Revenue may prescribe and require. However, such accommodations provider shall make out and submit a report in accordance with this subsection for the retail sale of any accommodations not facilitated by an accommodations intermediary and shall remit such tax as otherwise required by this article.

Motion made by Rev. Jones, seconded by Mr. Carter to approve the amendments to Chapter 3.7-58-Subsection G - Transient Occupancy Tax, Report and Remittance of Tax. Chairman Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Hinkle-yes, Rev. Jones-yes, and Mr. Wolfskill-yes.

ACTION ITEMS

Memorandum of Understanding – Amendment of Ladder Truck Funding and Loan Repayment Agreement

Motion made by Mr. Carter, seconded by Rev. Jones to approve the loan repayment schedule and to authorize the County Administrator to sign the amended Ladder Truck Funding Memorandum of Understanding and Loan Repayment Agreement that totals \$225,000.00. Chairman Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Hinkle-yes, Rev. Jones-yes, and Mr. Wolfskill-yes.

NG911 Additional Grant Funding

The Virginia 9-1-1 Services Board has awarded the 911 Center a NG911 Additional Funding grant in the amount of \$150,000.00.

Motion made by Mr. Hipps, seconded by Mr. Carter to supplement by consent and appropriate to the FY2026 operating budget \$150,000.00, budget line 3606-7013, for the NG911 Grant. Chairman Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Hinkle-yes, Rev. Jones-yes, and Mr. Wolfskill-yes.

CONSENT AGENDA

Carry-Forward Funds Request for FY 2026 County Operating Budget

Approve by consent 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
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3501-5804 Donations	\$3,793.32
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Emergency 911

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

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

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

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
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SOQ Position Bonus (will be expended in October 2025)	\$256,078.00
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School Food Service Funds - Fund 2	\$1,454,418.06
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Capital Improvement Funds - Fund 3	\$1,318,851.00
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Textbook Fund - Fund 6	\$108,716.57
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TOTAL:	\$3,749,996.70
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STAFF RECOMMENDATION: No new local funds are required.

DSS Carry-Forward Funds Request for FY 2026 Operating Budget

Approve by consent the remaining FY 2025 balance funds and re-appropriate to the FY 2026 DSS operating budget:

	\$118,870.72
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STAFF RECOMMENDATION: No new local funds are required

Treasurer's Office

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
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STAFF RECOMMENDATION: New local funds are required.

Electoral Board

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.

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
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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.

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
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RE: Increased services provided by Timmons Group for GIS Mapping.

STAFF RECOMMENDATION: New local funds are required.

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
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STAFF RECOMMENDATION: New local funds are required.

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
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STAFF RECOMMENDATION: No new local funds are required.

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
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STAFF RECOMMENDATION: No new local funds are required.

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.

Invoices Submitted for Payment

Please review the attached invoices and approve for payment:

August 1, 2025 – FY25 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 FY 2025	\$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 - FY 2026 \$722,845.21

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

Minutes

Please review the following DRAFT minutes for approval:

Monday, July 21, 2025, Regular Scheduled Meeting

J. Robert Jamerson Memorial Library

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

7301-2013 Fellowship/Tuition \$8,100.00

RE: State Aid received for fellowship/tuition.

STAFF RECOMMENDATION: No new local funds are required.

Please supplement by consent and appropriate to 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 Program \$1,500.00

7301-5503 Travel (Sustenance/Lodging) \$1,000.00

7301-7001 Equipment \$1,500.00

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

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

Animal Shelter Operations

Please supplement by consent and appropriate the following to the **FY 2025** Operating Budget:

3501-5504 Travel (Convention/Educ/Training) \$500.00

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.

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.

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 Virginia Planning District Commission for TRRC grant expenditures at the VoTech Center.

STAFF RECOMMENDATION: No new local funds are required.

Sheriff's Department

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

3102-1002 Overtime \$3,229.20

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 (\$3,229.20); 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 FY2026 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 Rhythm 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.

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.

Children's Services Act (CSA)

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

5310-3001 Professional Services \$441,891.00

RE: Reimbursement from State for CSA services.

STAFF RECOMMENDATION: No new local funds are required.

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.

Motion made by Rev. Jones, 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

Mark Popovich, the County Attorney, stated that a vote on the County's behalf has been submitted to approve the Perdue Pharma/Sackler's Opioid Abatement Litigation Settlement.

ADMINISTRATOR'S REPORT

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

- The first welding class with ACHS students will begin on August 25, 2025, at the VOTECH Center along with EMT classes. A press release will be published soon.
- The County has hired a third animal control officer, Amy Hong.
- A meeting needs to be scheduled to discuss Capital Improvement information.
- The supplemental appropriations that were requested by the Sheriff's Department for the FY24 budget were made. However, since there was no request received from the Sheriff's Department for supplemental appropriations for the FY25 budget, staff prepared documentation for the Sheriff to present requesting the funds to be appropriated to the Sheriff's Department FY25 budget, which required Board of Supervisor action at tonight's meeting.
- There is a need for an updated MOU for Town police services between the Town of Appomattox and the Sheriff's Department that provides direction to the Sheriff on how the Town's donation is to be tracked and spent.

- In an effort to stress transparency and understanding, the County Administrator stated the process for budgeting and managing revenues and expenditures and also the multi-step process for paying bills that come into the many departments. Also, it was stressed that relevant to local government policies, the Treasurer's office maintains all revenue and is the "keeper of County funds," and County Administration is responsible for oversight of the Departmental expenses and paying the bills. Ms. Adams complimented the finance department for ensuring the accuracy with all financial transactions that are made.

REPORTS AND INFORMATIONAL ITEMS

None

SUPERVISOR CONCERNS

Mr. Wolfskill shared a positive comment that the Department of Social Services completed all reports and actions on time for the month of July, and he thanked the employees for their hard work.

Mr. Hinkle commented that the Board conducts meetings by the *Roberts Rules of Order*, and that Board members are recognized by the Chair before speaking.

UPCOMING MEETINGS

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

Regular Scheduled Meeting

Board of Supervisors Meeting Room

331 Court St., 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 6:45 p.m.

John Hinkle, Chairman