



**BOARD OF SUPERVISORS
MONDAY, NOVEMBER 17, 2025
6:00 PM**

[Susan M. Adams](#), County Administrator

**Regular Scheduled Meeting
Board of Supervisors Meeting Room
333 Court Street, Appomattox VA 24522
www.AppomattoxCountyVA.gov**

BOARD OF SUPERVISORS

Call to Order

Invocation - Rev. 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. The Honorable Judge Cunningham has requested to appear before the Board to discuss participation in the residential recovery program.

ACTION ITEMS

2. Board of Equalization

At last month's meeting, the Board discussed appointing David Hix and George Almond, who communicated their willingness to serve on the Board of Equalization. The Board of Equalization can be composed of up to five (5) members, which should be confirmed at the November meeting so that training can be scheduled and completed. Don Jones and Jeff Smith have also volunteered to serve. Jeff Smith, George Almond, and David Hix were trained and served on the 2019 BOE.

STAFF RECOMMENDATION: Appoint up to 5 members to serve on the Board of Equalization. Recommended names for appointment are David Hix, George Almond, Jeff Smith, and Don Jones.

3. Board of Equalization Compensation Rate

The Code of Virginia § 58.1-3375, Compensation of Members, states that members of every Board of Equalization shall receive compensation, for time actually engaged in the duties of the board, to be fixed by the governing body of the county. The governing body of every county may limit the compensation to such number of days as, in its opinion, is sufficient for the completion of the work of the board. During the last reassessment, the Board members were paid \$100 for a half day and \$150 per day.

STAFF RECOMMENDATION: Set the compensation rate for the Board of Equalization members.

COMMITTEE APPOINTMENTS

4. Library Board of Trustees

Please consider the reappointment of Ms. Susan Williams, Appomattox River District; Mr. Brandon Barney, Falling River District; and Ms. Hope Adams, Wreck Island District to the Library Board of Trustees. All are willing to serve another 4-year term.

STAFF RECOMMENDATION: Consider the reappointment of Ms. Susan Williams, Mr. Brandon Barney, and Ms. Hope Adams to the Library Board of Trustees to serve another 4-year term ending June 30, 2029.

5. Economic Development Authority

Please consider the reappointment of Mr. Gary Tanner to the Economic Development Authority. Mr. Tanner is willing to serve another 4-year term if reappointed by the Board.

STAFF RECOMMENDATION: Consider the reappointment of Mr. Gary Tanner to serve another 4-year term, ending December 31, 2029.

6. Planning Commission

Please consider the appointment/reappointment of the following:

1-George Almond's (Appomattox River District) term on the Planning Commission expires December 31, 2025. Mr. Almond is willing to serve another 4-year term if reappointed by the Board.

2-Josh Mills (Wreck Island District) has communicated that, due to business obligations, he is no longer able to complete his term. Please appoint someone to fill the unexpired term of Mr. Mills, ending December 31, 2026.

3- Steve Conner, term ending December 31, 2025, represents the Courthouse District. He has moved out of the Courthouse District. Although it is not a requirement of the Planning Commission to appoint a district-specific representative, it has been the Board's practice.

STAFF RECOMMENDATION: Consider the reappointment of Mr. George Almond to serve another 4-year term, ending December 31, 2029. Appoint a representative to fill the vacated position of Mr. Josh Mills with an unexpired term ending December 31, 2026, and appoint/reappoint a representative to fill the vacated position of Steve Conner.

7. Board of Building Code Appeals

Please consider the reappointment of Mr. Blair Smith (Architect), Mr. Joseph Sayers (Professional Engineer), Mr. Samuel Webber (Electrician), Mr. Michael Barney (Contractor), and Mr. Robert Stephens (Contractor) to the Board of Building Code Appeals. All members are willing to serve another 3-year term, if reappointed by the Board.

STAFF RECOMMENDATION: Consider the reappointment of Mr. Smith, Mr. Sayers, Mr.

Webber, Mr. Barney, and Mr. Stephens to the Board of Building Code Appeals for another 3-year term ending December 31, 2028.

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.

8. **Invoices Submitted for Payment**

Please review the attached invoices and approve for payment:

November 5, 2025	\$77,112.07
November 13, 2025 - Election Poll Workers	\$11,402.40
November 14, 2025 - CSA	\$326,774.41
November 17, 2025	\$372,048.03
TOTAL:	\$787,336.91

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

9. **Minutes**

Please review the following "DRAFT" minutes for approval:

Monday, October 20, 2025, Regular Scheduled Meeting

10. **Building Permit Refund Request**

Mr. Lonny Hamlett, Building Official, is requesting the Board's consideration to refund Mr. Lee Hall in the amount of \$293.39 on Building Permit #250625 to construct an accessory building. Mr. Lee has changed his building plans to not have an upper level apartment in the accessory building with no finished areas.

STAFF RECOMMENDATION: Consider the refund in the amount of \$293.39 to Mr. Lee Hall.

11. **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 Hannah Rebecca Wooldridge \$176.75 for 2025 Personal Property taxes. She was erroneously assessed.
- 2) Refund Warren S. Matthews \$165.70 for 2025 Personal Property taxes. He qualifies for the Veteran's Exemption.

STAFF RECOMMENDATION: Consider the approval of the above refunds. Transfer by consent \$342.45 from the General Fund and appropriate to 1209-5803. No new local funds are required.

12. **Circuit Court - Law Library Fund**

Please transfer by consent \$1,269.79 from the Law Library Fund to the General Fund and appropriate to the following:

2101-5804 Law Library	\$1,269.79
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RE: Purchase of law books by the Circuit Court Clerk for the Law Library.

STAFF RECOMMENDATION: No new local funds are required.

13. **Sheriff's Department**

Please supplement by consent and appropriate to the following:

3102-1002 Part-Time	\$16,726.46
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3102-5408 Vehicle Equipment/Gas	\$2,387.51
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3102-5401 Office Supplies	\$26.63
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3102-5503 Travel/Sustenance	\$515.85
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3102-5801 Dues/Memberships	\$1,566.00
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3102-5812 Canine Supplies (Donations)	\$270.00
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TOTAL:	\$21,492.45
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RE: Reimbursement from the School Board for security performed by deputies at sporting events (\$5,391.54); Reimbursement from DCJS for TDO/ECO hours worked by deputies (\$621.00); Reimbursement from Airbase for overtime hours worked by deputies at the Seven Starts Music Festival (\$7,700.00); Reimbursement from the City of Lynchburg for CIT hours worked by deputies (\$3,013.92); Refund from Tiger Fuel for closed account (\$24.31); Reimbursement from VACORP for vehicle damages to a 2023 Dodge Durango (\$2,363.20); FOIA request (\$26.63); Reimbursement for Nelson County for hotel reservations paid for Sheriff Embry (\$515.85); Reimbursement from Russell E. Glass for CVCJA Academy dues (\$522.00); Reimbursement from the Town of Appomattox for CVCJA Academy dues (\$1,044.00); Donations received for canine supplies (\$270.00).

STAFF RECOMMENDATION: No new local funds are required.

14. **J. Robert Jamerson Memorial Library**

Please supplement by consent and appropriate to the following:

7301-5401 Office Supplies	\$490.24
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7301-5411 Books/Subscriptions	\$49.60
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7301-5412 Education/Recreation Supplies	\$2,500.00
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TOTAL:	\$3,039.84
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RE: Reimbursement and fines collected by the Library.

STAFF RECOMMENDATION: No new local funds are required.

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

Please supplement by consent and appropriate to the following:

5310-3001 Professional Services	\$1,737.10
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RE: Reimbursement from the Department of Social Services for services paid with CSA funds.

STAFF RECOMMENDATION: No new local funds are required.

16. **Waterline Expenses**

Please supplement by consent and appropriate to the following:

082-1800-5101 Electrical Services \$1,335.43

082-1800-5203 Telecommunications \$252.99

TOTAL: \$1,588.42

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

STAFF RECOMMENDATION: No new local funds are required.

17. **Animal Shelter**

Please supplement by consent and appropriate to the following:

3501-3001 Professional Medical Services \$262.00

3501-5413 Spay/Neuter Program \$756.90

3501-5804 Donations \$370.00

TOTAL: \$1,388.90

RE: Restitution received from the Appomattox General District Court for animal charges (\$262.00); Funds received through adoptions and spay/neuter services (\$756.90);

Donations received for animal shelter (\$370.00).

STAFF RECOMMENDATION: No new local funds are required.

ITEMS REMOVED FROM CONSENT

ATTORNEY'S REPORT

ADMINISTRATOR'S REPORT

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, December 15, 2025 @ 6:00 p.m.

Regular Scheduled Meeting

Board of Supervisors Meeting Room

333 Court Street

Appomattox, VA 24522

CLOSED SESSION

ADJOURNMENT