



**BOARD OF SUPERVISORS
MONDAY, DECEMBER 15, 2025
6:00 PM**

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

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

BOARD OF SUPERVISORS

Call to Order

Invocation - Mr. Carter

Pledge of Allegiance

National Anthem — Mr. Stanley Baker

Setting of Agenda

SWEARING IN CEREMONY

1. Mrs. Janet Hix, Circuit Court Clerk, is present to swear in the newly elected Board members, Reverend Al Jones and Mr. Nathan Simpson.

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.

2. Resolution in Honor of Mr. Carter

Attached for the Board's consideration and adoption is a resolution in honor of Mr. Samuel E. Carter, who is retiring on December 31, 2025, after serving 28 years as a member of the Appomattox County Board of Supervisors.

STAFF RECOMMENDATION: Adopt the resolution in honor of Mr. Samuel E. Carter.

3. Sheriff Richardson, Mr. John Vannoy, Public Safety Manager, Mr. Daniel Wells, Rescue Squad Captain, and Mr. Jonathan Garrett, Fire Chief, have requested to appear before the Board to provide an update on the Public Safety Radio Communications project.
4. Sheriff Richardson has requested to appear before the Board to provide a year-end update on his department.

ACTION ITEMS

5. Organizational Meeting

Please schedule the 2026 Organizational Meeting of the Board. A staff recommendation is to consider Monday, January 5, 2026, at 6:00 p.m.

STAFF RECOMMENDATION: Consideration to hold the 2026 Board Organizational

meeting on Monday, January 5, 2026, at 6:00 p.m. At the Organizational Meeting, the only business to be conducted is the election of the Chair, Vice-Chair, Board Clerk, and the adoption of the By-Laws and Rules of Procedure, as well as setting the meeting dates, time, and location.

6. **Emergency Operations Plan**

Mr. John Vannoy, Public Safety Manager, has requested to appear before the Board to discuss updates to the Emergency Operations Plan, which is updated every 4 years. Also, attached for the Board's review and consideration for adoption is the resolution supporting Appomattox County's updated Emergency Operations Plan for 2025, as presented by Mr. Vannoy.

STAFF RECOMMENDATION: Consider adoption of the resolution supporting Appomattox County's updated Emergency Operations Plan.

7. **Schedule a Public Hearing-CUP250870 Benton Bowman**

Mr. Benton Bowman has petitioned for a Conditional Use Permit to operate an Outdoor Shooting Range on approximately 571 acres off of Wildway Road in the Oakville community. The Planning Commission met in December and held a public hearing. Six citizens spoke in opposition, while four citizens spoke in support of the petition. The Planning Commission voted 6-1 (O'Brien dissenting) to recommend approval of the petition, with conditions. Prior to consideration of the recommendation by the Board of Supervisors, the Board will need to schedule a public hearing to receive public comment.

STAFF RECOMMENDATION: Please consider scheduling a public hearing for the regular meeting in January, 2026 at 6:00 PM to receive public comments on the Planning Commission's recommendation.

8. **Schedule a Public Hearing-Proposed Amendment to Zoning Ordinance, Section 19.6-87.2 Cemetery**

The Planning Commission met in December and considered an amendment to the Zoning Ordinance to eliminate the minimum lot size for cemetery lots. The Planning Commission voted unanimously to recommend the amendment. The Board of Supervisors will need to hold a public hearing prior to consideration of the amendment.

STAFF RECOMMENDATION: Please consider scheduling a public hearing at the regular meeting in January, 2026 at 6:00 PM to receive public comments on the Planning Commission's recommendation.

9. **Acceptance of Secondary Roads-Industrial Park Lane (Route 751) and West Ridge Lane**

Staff has been working with the Virginia Department of Transportation (VDOT) over the past few months to have two segments of Industrial Park Lane and all of West Ridge Lane accepted into the Secondary System of State Highways. This will include a total extension of 0.15 miles to Industrial Park Lane (Route 751) in two segments, and the addition of 0.08 miles for West Ridge Lane. West Ridge Lane will become State Route

753. All outstanding portions of roadway will now be included in the state road system.

STAFF RECOMMENDATION: Please consider adopting the attached resolution and authorize the County Administrator to sign VDOT Form AM 4.3.

10. **2026 Holiday Schedule**

Attached for the Board's consideration is the 2026 holiday schedule for Appomattox County employees. Also, attached is a copy of the Commonwealth of Virginia 2026 Pay and Holiday calendar that the County aligns with for employee benefits.

STAFF RECOMMENDATION: Consider adoption of the 2026 holiday schedule for Appomattox County employees.

11. **2232 Review-Public Facility, Substation #1-Central Virginia Electric Cooperative**

Virginia Code Section 15.2-2232 requires the Planning Commission to review all proposed public utility facilities, prior to construction of said facility, to determine if the general or approximate location, character, and extent of the proposed facility is substantially in accord with the locality's Comprehensive Plan, or part thereof. Central Virginia Electric Cooperative will be constructing a new substation with battery storage on Lot 1 in the Appomattox Center for Business and Commerce. The Planning Commission met in December and unanimously found that the utility substation and appurtenant facilities to serve the Appomattox community are determined by the Planning Commission as being in substantial accord with the County's Comprehensive Plan.

STAFF RECOMMENDATION: No action required.

12. **2232 Review-Public Facility, Substation #2-Central Virginia Electric Cooperative**

Virginia Code Section 15.2-2232 requires the Planning Commission to review all proposed public utility facilities, prior to construction of said facility, to determine if the general or approximate location, character, and extent of the proposed facility is substantially in accord with the locality's Comprehensive Plan, or part thereof. Central Virginia Electric Cooperative, in conjunction with ADP Data Hub, LLC, will be constructing a new substation in the Appomattox Center for Business and Commerce to service the data center project. The Planning Commission met in December and unanimously found that the utility substation and appurtenant facilities to serve the data center project are determined by the Planning Commission as being in substantial accord with the County's Comprehensive Plan.

STAFF RECOMMENDATION: No action required.

COMMITTEE APPOINTMENTS

13. **Library Board of Trustees**

Please consider an appointment to replace Mr. Brandon Barney and serve as the Falling River District representative on the Library Board of Trustees with a 4-year term ending June 30, 2029.

STAFF RECOMMENDATION: Consider the appointment of a Falling River District representative to serve a 4-year term ending June 30, 2029.

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.

14. **Invoices Submitted for Payment**

Please review the attached invoices and approve for payment:

December 3, 2025	\$73,258.63
December 12, 2025 - CSA	\$245,894.16
December 15, 2025	\$424,413.08
TOTAL:	\$743,565.87

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

15. **Minutes**

Please review the following DRAFT minutes for approval:

November 17, 2025, Regular Scheduled Meeting

16. **Waterline Expenses**

Please supplement by consent and appropriate to the following:

082-1800-5101 Electrical Services	\$472.21
082-1800-5203 Telecommunications	\$67.24
TOTAL:	\$539.45

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

STAFF RECOMMENDATION: No new local funds are required.

17. **J. Robert Jamerson Memorial Library**

Please supplement by consent and appropriate to the following:

7301-5401 Office Supplies	\$214.55
7301-5411 Books/Subscriptions	
7301-5412 Education/Recreation Supplies	\$500.00
TOTAL:	\$714.55

RE: Reimbursements and donations collected by the Library.

STAFF RECOMMENDATION: No new local funds are required.

18. **Animal Shelter**

Please supplement by consent and appropriate to the following:

3501-5413 Spay/Neuter Program \$1,025.00

3501-5804 Donations \$350.00

TOTAL: \$1,375.00

RE: Funds received through adoptions and spay/neuter services (\$1,025.00); Donations received for animal shelter (\$350.00).

STAFF RECOMMENDATION: No new local funds are required.

19. **Sheriff's Department**

Please supplement by consent and appropriate to the following:

3102-1002 Overtime \$11,862.15

3102-1003 Part-Time \$1,192.24

3102-5401 Office Supplies \$24.13

3102-5409 Police Supplies, Guns/Ammo \$5,075.00

TOTAL: \$18,153.52

RE: Reimbursement from the School Board for security performed by deputies at sporting events (\$5,812.11); Reimbursement from the Dogwood District for security performed by deputies at girls volleyball game (\$675.00); Reimbursement from the City of Lynchburg for CIT hours worked by deputies plus FICA (\$3,875.04); Reimbursement from Adams Construction for 460 construction traffic control (\$1,500.00); Reimbursement from the School Board for extra school security performed by deputies (\$1,192.24); Funds received for FOIA request (\$24.13); Funds received from TNT Outfitters for decommissioned weapons from the Sheriff's Office (\$5,075.00).

STAFF RECOMMENDATION: No new local funds are required.

20. **Commonwealth's Attorney**

Please transfer by consent \$1,780.08 from the Commonwealth's Attorney Asset Forfeiture Fund to the General Fund and appropriate to the following:

2201-5816 Asset Forfeiture **\$1,780.08**

RE: Purchase of computers.

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

To be determined at the Organizational Meeting of the Board of Supervisors.

CLOSED SESSION

ADJOURNMENT