

**BOARD OF SUPERVISORS
REGULAR SCHEDULED MEETING
Monday, November 17, 2025
6:00 P.M.**

The Appomattox County Board of Supervisors held its regular scheduled meeting on Monday, November 17, 2025, at 6:00 p.m. in the Board of Supervisors meeting room located at 333 Court St., Appomattox, Virginia.

Appomattox County Board of Supervisors

Present:

John F. Hinkle	Falling River District
Samuel E. Carter	Courthouse District
Trevor L. Hipps	Wreck Island District
Alfred L. Jones, III	Piney Mountain District
Kenneth Wolfskill	Appomattox River District

Also, Present:

Susan Adams, County Administrator
John Spencer, Purchasing Director/Contracts & Grants Admin./FOIA Officer
Johnnie Roark, Planning/Zoning/Economic Administrator/Deputy Director of Operations
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 – Rev. Jones

Pledge of Allegiance

SETTING OF AGENDA

Motion made by Mr. Rev. Jones, seconded by Mr. Hipps, and carried with all Members present voting yes, to accept the Agenda as submitted.

CITIZEN PUBLIC COMMENT PERIOD

Kaylee Simpson, who resides at 1508 Church St., Appomattox, VA, addressed the Board to express opposition to the renovation of the new Boardroom.

APPEARANCES

The Honorable Judge Cunningham appeared before the Board to discuss participation by the County in the residential recovery program.

ACTION ITEMS

Board of Equalization

Motion made by Rev. Jones, seconded by Mr. Hipps, and carried with all Members present voting yes, to appoint David Hix, George Almond, Jeff Smith, Don Jones, and Steven Conner to the Board of Equalization for 2026.

Board of Equalization Compensation Rate

Motion made by Mr. Carter, seconded by Mr. Wolfskill, to set the Board of Equalization Compensation Rate at \$100 for a half day and \$150 for a full day. Chairman Hinkle called for a roll call vote: Mr. Carter-yes, Mr. Hipps-yes, Mr. Wolfskill-yes, Mr. Hinkle-yes, and Rev. Jones-yes.

COMMITTEE APPOINTMENTS

Library Board Trustees

Motion made by Mr. Hipps, seconded by Rev. Jones, and carried with all Members present voting yes, to reappoint Ms. Susan Williams, Appomattox River District, and Ms. Hope Adams, Wreck Island District, to the Library Board of Trustees for a 4-year term ending December 31, 2029.

Economic Development Authority

Motion made by Rev. Jones, seconded by Mr. Hipps, and carried with all Members present voting yes, to reappoint Mr. Gary Tanner to the Economic Development Authority for a 4-year term ending December 31, 2029.

Planning Commission

Motion made by Mr. Carter, seconded by Rev. Jones, and carried with all Members present voting yes, to reappoint to the Planning Commission Mr. George Almond, Appomattox River District, for a 4-year term ending on December 31, 2029, and also appoint to the Planning Commission Tom Adams, Wreck Island District, to fill the open position ending on December 31, 2026.

The Board tabled the appointment of a representative to the Planning Commission from the Courthouse District until 2026.

Board of Building Code Appeals

Motion made by Mr. Carter, seconded by Mr. Wolfskill, and carried with all Members present voting yes, to reappoint Mr. Blair Smith, Mr. Joseph Sayers, Mr. Samuel Webber, Mr. Michael Barney, and Mr. Robert Stephens to the Board of Building Code Appeals for a 3-year term ending on December 31, 2028.

Thanksgiving holiday

Motion made by Mr. Hipps, seconded by Rev. Jones, and carried by all Members present voting yes, to add the Thanksgiving Holiday discussion to the Agenda.

Motion made by Mr. Hipps, seconded by Rev. Jones to close the County Offices on Wednesday, November 26, 2025, which is an additional ½ day. 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:

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.

Minutes

Please review the following DRAFT minutes for approval:
Monday, October 20, 2025, Regular Scheduled Meeting

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.

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.

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

RE: Purchase of law books by the Circuit Court Clerk for the Law Library.

STAFF RECOMMENDATION: No new local funds are required.

Sheriff's Department

Please supplement by consent and appropriate the following:

3102-1002 part-time	\$16,726.46
3102-5408 Vehicle Equipment/Gas	\$2,387.51
3102-5401 Office Supplies	\$26.63
3102-5503 Travel/Sustenance	\$515.85
3102-5801 Dues and Memberships	\$1,566.00
3102-5812 Canine Supplies (Donations)	\$270.00
TOTAL:	\$21,492.45

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.

J. Robert Jamerson Memorial Library

Please supplement by consent and appropriate the following:

7301-5401 Office Supplies	\$490.24
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7301-5411 Books/Subscriptions	\$49.60
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73j01-5412 Education/Recreation Supplies	\$2,500.00
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TOTAL:	\$3,039.84
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RE: Reimbursements and fines collected by the Library

STAFF RECOMMENDATION: No new local funds are required.

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.

Waterline Expenses

Please supplement by consent and appropriate to the following:

082-1800-5101 Electrical Services	\$1,335.43
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082-1800-5203 Telecommunications	\$252.99
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TOTAL:	\$1,588.42
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RE: Reimbursement from the Town of Appomattox for waterline expenses.

STAFF RECOMMENDATION: No new local funds are required.

Animal Shelter

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

3501-3001 Professional Medical Services	\$262.00
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3501-5413 Spay/Neuter Program	\$756.90
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3501-5804 Donations	\$370.00
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TOTAL:	\$1,388.90
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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.

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

ATTORNEY'S REPORT

None

ADMINISTRATOR'S REPORT

Ms. Adams shared the County Administrator's report containing department updates to the Board:

- American Rescue Plan Act (ARPA) funds will be expended by December 31, 2025.
Projects included:
 - Over \$1,000,000 used to support the Firefly Broadband Project in the County;
 - Installed new HVAC systems at the animal shelter, community center, health department and eligible items for the Courthouse renovation;
 - Installed CAMA system software for the Commissioner of Revenue's office;
 - Provided lighting to ballfield #4 in the Sports Complex;
 - Purchased directional signage for the grounds of all County buildings;
 - Purchased commercial dehumidifier systems in the health department and the Department of Social Services;
 - Upgrading the County Website;
 - Constructed bathroom, parking lot spaces and a play area at the Sports Complex;
 - Provided funds for the High Bridge Trail expansion in Pamplin;
 - Replaced deteriorating pipes in the boardroom and the CVCC VOTECH center.
- Fiscal Year budget spending to date is 21.79% and is on target.
- Annual audit – the preaudit should be completed by first of December, 2025, by Brown Edwards, CPA. The final audit is scheduled to be completed by December 31, 2025, by Robinson, Farmer & Cox, CPA.
- A cleaning contract has been issued for this building.
- An employee survey has been issued related to employee health insurance in order to determine how to structure an RFP to be issued in 2026.
- The EDA is planning to schedule an informational meeting to answer questions concerning the proposed data center. The Company, Avaio Digital, plans to receive questions prior to this meeting. The EDA will provide additional information when details are confirmed.
- Animal Control plans to begin providing animal welfare education including animal safety care and animal welfare laws.
- CVCC will exercise their second lease option for a 5-year term.
- Reassessment notices have been sent to residents. Citizens can appeal to the reassessment company until December 10, 2025. The Board of Equalization will hear appeals in early 2026.
- The Board of Equalization will be trained in early January, 2026.
- The County Administrator proposed holding an Open House for the newly renovated boardroom on December 19, 2025, beginning at 4:00 p.m.

- The County Administrator shared that the Courthouse renovation was funded from the Capital Improvement Reserve Fund and the American Rescue Plan Act Grant. There was no debt to taxpayers for this renovation. Use of this space is encouraged and the County is already beginning to receive reservation requests. All County, School, and Department of Social Services Boards and Committees are anticipated to use this space.
- The flowers have been provided by Judge Puckett. The County Administrator shared his note of thanks to the Board for their foresight to preserve this space of Appomattox history to be available for conducting County business for many years to come.
- The County will be issuing an RFP for residential trash pickup for the purpose of exploring options and costs for trash disposal.
- The County Administrator thanked the Appomattox Volunteer Fire Department for volunteering their time and equipment to install lights in Courtland field and applauded the community effort.
- The County Administrator thanked the maintenance staff for diligently working on this space in order to be able to hold this meeting here this evening.
- A meeting was held with the Commissioner of the Revenue and the Treasurer about the potential renovation of office space. The two departments provided items for the development and planning of the renovation.
- The County Administrator congratulated Mr. Simpson on being elected to the Board of Supervisors, Courthouse District, and also to Rev. Jones on being reelected to the Board of Supervisors, Piney Mountain District.

SUPERVISOR CONCERNS

Rev. Jones commented that he was with Bill Jamerson during his last visit to this renovated office space which was very meaningful.

Mr. Hinkle commented that the four chandeliers in the room were from the original courtroom, and thanked Jeff Shepherd and his team for cleaning them and having them installed and also for all of their efforts during this renovation.

Mr. Wolfskill congratulated all involved to restore this piece of significant County history, stating he was honored to be able to be in this room.

Rev. Jones thanked the constituents of Piney Mountain for giving him the opportunity to serve this upcoming term. Rev. Jones also recognized Ms. Taylor for being a wonderful opponent.

Mr. Hinkle commented that roads in his district are being overtaken by brush and would like for VDOT to clean.

UPCOMING MEETINGS

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

Regular Scheduled Meeting

Board of Supervisors Meeting Room

333 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 7:06 p.m.

John Hinkle, Chairman