

**BOARD OF SUPERVISORS
REGULAR SCHEDULED MEETING
Monday, December 15, 2025
6:00 P.M.**

The Appomattox County Board of Supervisors held its regular scheduled meeting on Monday, December 15, 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 6:10 p.m.

Invocation – Mr. Carter

Pledge of Allegiance

SETTING OF AGENDA

Motion made by Rev. Jones, seconded by Mr. Carter, and carried with all Members present voting yes, to remove item #1, Swearing In Ceremony, from the Agenda because the ceremony was performed prior to the meeting.

Motion made by Mr. Rev. Jones, seconded by Mr. Carter, and carried with all Members present voting yes, to approve the Agenda with item #1 removed.

CITIZEN PUBLIC COMMENT PERIOD

Helen Adams of 273 Turkey, Rd., Appomattox, VA, addressed the Board to address several concerns that she had with noise at the recently approved wedding venue, why public notices are printed in the Farmville Herald and questions about the Oakville property acquisition.

APPEARANCES

Resolution in Honor of Mr. Carter

RESOLUTION IN HONOR OF SAMUEL E. CARTER

WHEREAS, Samuel E. Carter was elected by the citizens of the Courthouse District as their representative on the Appomattox County Board of Supervisors beginning with his first meeting on January 5, 1998, held in the historic 1890s courthouse; and

WHEREAS, Samuel E. Carter has served on the Board of Supervisors for twenty-eight (28) consecutive years, fourteen (14) of those years as Chairman and three (3) other years as Vice-Chairman; and

WHEREAS, Samuel E. Carter, as a member of the Board of Supervisors, served the County during several major construction projects, including the new Courthouse and new Animal Shelter, and renovations to the County Administration Building and the Carver-Price Educational Center; and

WHEREAS, Samuel E. Carter, as a member of the Board of Supervisors, actively championed economic development initiatives, including the growth of the Appomattox Center for Business and Commerce, the development of the CVCC-Appomattox Center, the construction of the waterline to Campbell County, and the universal availability of fiber-to-the-home broadband services throughout Appomattox County; and

WHEREAS, Samuel E. Carter, as a member of the Board of Supervisors, has been a strong proponent of recreational and tourism activities, contributing to the development of both the Appomattox Community Park and Courtland Festival Park, the planning and implementation of the Appomattox Sesquicentennial Commemoration, and the installation of new County gateway signs; and

WHEREAS, Samuel E. Carter, as a member of the Board of Supervisors, provided steady leadership during troubled times, particularly after the EF-3 tornado in February 2016 and the Transco pipeline explosion in September 2008, but also during the COVID pandemic years of the early 2020s; and

WHEREAS, Samuel E. Carter, as a member of the Board of Supervisors, served the County during the E-911 implementation process, including Street Naming and Addressing, renovation of the former Clerk's Office for use as the E-911 Dispatch Center, and hiring and training of the E-911 Dispatchers; and

WHEREAS, Samuel E. Carter, as a member of the Board of Supervisors, served the County during the construction of the new Appomattox Elementary School, and the renovation and expansion of the Appomattox Middle School, Appomattox Primary School, and Appomattox County High School; and

WHEREAS, Samuel E. Carter, as a member of the Board of Supervisors, was significantly involved in decisions leading to the establishment of the manned Solid Waste Convenience Centers and County membership in both the Blue Ridge Regional Jail Authority and the Region 2000 Services Authority; and

WHEREAS, Samuel E. Carter, as a member of the Board of Supervisors, hired and provided oversight to three (3) County Administrators, and also served the County through three (3)

redistricting processes, the recodification of the County Code, and the adoption of updated Zoning, Subdivision, and other important ordinances; and

WHEREAS, Samuel E. Carter decided not to seek reelection to an eighth term representing the Courthouse District.

NOW THEREFORE BE IT RESOLVED THAT the Appomattox County Board of Supervisors does hereby officially recognize and thank Samuel E. Carter for his twenty-eight (28) years of service as a member of this body and also for his twenty (20) years of service as a member of the Appomattox Town Council in the years before, an incredible record of public service and commitment to his community.

BE IT FURTHER RESOLVED THAT the Board of Supervisors does hereby wish for Samuel E. Carter the sincere hope of health and happiness as he steps away from this chapter of life.

Motion made by Mr. Wolfskill, seconded by Mr. Hipps, and carried with all Members present voting yes, to approve the Resolution honoring Mr. Carter on his service retirement from the Board of Supervisors.

Public Safety Communications Project

Sheriff Richardson, John Vannoy, Public Safety Manager, Daniel Wells, Rescue Squad Captain and Jonathan Garrett, Fire Chief, provided an update on the Public Safety Radio Communication Project and also requested funds for continued updates to communication towers and radios, and to purchase (4) four mobile radios for the Rescue Squad as a backup for communication with the hospital.

Motion made by Rev. Jones, seconded by Mr. Wolfskill to approve funding for the Public Safety Communications Project for ongoing updates and also for (4) four radios for the Rescue Squad for hospital communications not to exceed \$530,000. Mr. Hinkle called for a roll call vote: Mr. Wolfskill-yes; Rev. Jones-yes, Mr. Carter-yes, Mr. Hipps-yes, and Mr. Hinkle-yes.

Sheriff Year-End Update

Sheriff Richardson provided a year-end update for the department.

ACTION ITEMS

Organizational Meeting

Motion made by Rev. Jones, seconded by Mr. Hipps to allow staff to schedule the 2026 Organizational Meeting of the Board for Monday, January 5, 2026 at 6:00 p.m. in the Board of Supervisors Meeting Room. Mr. Hinkle called for a roll call vote: Mr. Wolfskill-yes; Rev. Jones-yes, Mr. Carter-yes, Mr. Hipps-yes, and Mr. Hinkle-yes.

Emergency Operations Plan

John Vannoy, Emergency Services Manager, presented the updates to Emergency Operations Plan for approval by the Board of Supervisors.

December 2025

WHEREAS the Board of Supervisors of Appomattox County, Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

WHEREAS Appomattox County has a responsibility to provide for the safety and well being of its citizens and visitors; and

WHEREAS Appomattox County has established and appointed a Director and Coordinator of Emergency Management.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Appomattox County, Virginia, this Emergency Operations Plan as revised is officially adopted, and

IT IS FUTHER RESOLVED AND ORDERED that the Director of Emergency Management, or his/her designee, are tasked and authorized to maintain and revise as necessary this document over the next four (4) year period or until such time be ordered to come before this board.

Motion made by Mr. Carter, seconded by Mr. Wolfskill to adopt the updated Emergency Operations Plan. Mr. Hinkle called for a roll call vote: Mr. Wolfskill-yes; Rev. Jones-yes, Mr. Carter-yes, Mr. Hipps-yes, and Mr. Hinkle-yes.

Schedule Public Hearing – CUP250870 – Benton Bowman

Mr. Benton Bowman has petitioned for a Conditional Use Permit to operate an outdoor shooting range on Wildway Road. The Planning Commission voted 6-1 to recommend approval of the petition, with conditions. Prior to consideration, the Board will hold a public hearing to receive public comment.

Motion made by Rev. Jones, seconded by Mr. Hipps, and carried with all Members voting yes, to authorize staff to schedule and advertise a Public Hearing for the regular Board of Supervisor's meeting in January, 2026, at 6:00 p.m. on the Planning Commissions recommendation to approve CUP250870.

Schedule 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 will hold a public hearing prior to consideration of the amendment.

Motion made by Mr. Hipps, seconded by Mr. Wolfskill, with all Members present voting yes, to authorize staff to schedule and advertise a Public Hearing to be held at the Regular Board of Supervisor's meeting in January, 2026, at 6:00 p.m. to receive public comments on the Planning Commission's recommendation to approve the amendment to the Zoning Ordinance, Section 19.6-87.2 Cemetery.

Acceptance of the Secondary Roads–Industrial Park (Rte. 751) and West Ridge Lane Resolution

NOW THEREFORE, BE IT RESOLVED, that the Virginia Department of Transportation is hereby requested to add the street description below and on attached Fo1m AM 4.3 to the Appomattox County Secondary Road System for maintenance of the following subdivision

road which has been constructed by the subdivider as a Class "A" subdivision in accordance with the requirements of Section 33.2-705, Code of Virginia and the Virginia Department of Transportation's Subdivision Street Requirement, TO WIT:

Project/Subdivision Appomattox Center for Business & Commerce

Street Name and/or Route Number

Industrial Park Lane, State Route Number 751

West Ridge Lane, State Route Number 753

BE IT FURTHER RESOLVED, that this Board guarantees a minimum unrestricted 60-foot right of way with additional widths as may be necessary for cuts, fills and drainage together with easements on adjacent properties.

Motion made by Mr. Wolfskill, seconded by Rev. Jones, to adopt a resolution to include Industrial Park and West Ridge Lanes into the state road system and to authorize the County Administrator to sign VDOT Form AM 4.3. Mr. Hinkle called for a roll call vote: Mr. Wolfskill-yes; Rev. Jones-yes, Mr. Carter-yes, Mr. Hipps-yes, and Mr. Hinkle-yes.

2026 Holiday Schedule

APPOMATTOX COUNTY 2026 HOLIDAY SCHEDULE

January 1 - New Year's Day

January 19 - Martin Luther King, Jr. Day

February 16 - George Washington Day

May 25 - Memorial Day

June 19 - Juneteenth

July 4 (Observed on 3rd) - Independence Day

September 7 - Labor Day

October 12 - Columbus Day

November 3 - Election Day

November 11 - Veterans Day

November 25 - Thanksgiving Holiday

November 26 - Thanksgiving Holiday

November 27 - Day After Thanksgiving

December 24 - Christmas Holiday

December 25 - Christmas Holiday

Motion made by Mr. Hipps, seconded by Rev. Jones to adopt the 2026 holiday schedule for Appomattox County employees with approval of an additional four hours for November 25, 2026. Mr. Hinkle called for a roll call vote: Mr. Wolfskill-yes; Rev. Jones-yes, Mr. Carter-yes, Mr. Hipps-yes, and Mr. Hinkle-yes.

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.

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

Library Board Trustees

Chairman Hinkle recommended Neil Selz for the Library Board Trustees to replace Brandon Barney for the Falling River District representative for a 4-year term ending on June 30, 2029.

Motion made by Mr. Hinkle, seconded by Mr. Hipps to appoint Neil Selz, Falling River District representative to the Library Board Trustees for a 4-year term ending June 30, 2029. Mr. Hinkle called for a roll call vote: Mr. Wolfskill-yes; Rev. Jones-yes, Mr. Carter-yes, Mr. Hipps-yes, and Mr. Hinkle-yes.

CONSENT AGENDA

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.

Minutes

Please review the following DRAFT minutes for approval:

Monday, November 17, 2025, Regular Scheduled Meeting

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.

J. Robert Jamerson Memorial Library

Please supplement by consent and appropriate the following:

7301-5401 Office Supplies \$214.55

7301-5411 Books/Subscriptions \$0.00

73j01-5412 Education/Recreation Supplies \$500.00

TOTAL: \$714.55

RE: Reimbursements and fines collected by the Library

STAFF RECOMMENDATION: No new local funds are required.

Animal Shelter

Please supplement by consent and appropriate 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.

Sheriff's Department

Please supplement by consent and appropriate 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.

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.

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. Wolfskill-yes; Rev. Jones-yes, Mr. Carter-yes, Mr. Hipps-yes, and Mr. Hinkle-yes.

ATTORNEY'S REPORT

None

ADMINISTRATOR'S REPORT

Ms. Adams dedicated this time to reflect on Mr. Carter's service to the County and also for his wisdom, guidance, support and mentorship.

SUPERVISOR CONCERNS

Mr. Wolfskill stated that he has the honor of serving on the County's DSS Board with Anthony Johnson, and he was upset to hear that Mr. Johnson had an offer to play Santa Claus rescinded by the Elementary School principal.

Rev. Jones commended Mrs. Adams and her staff for the wonderful ribbon-cutting ceremony for the opening of the Board Room and also for honoring Mr. Carter as he retires from the Board. Rev. Jones stated that he is very thankful that this Courthouse was saved for use by Boards and committees throughout the County.

Mr. Carter stated that the Board continues to do what is best for the County, even though the Members do not always agree with every decision. Mr. Carter stated that he will miss being a part of the Board and is available to offer his help and support when needed.

Mr. Hipps recognized Mr. Carter and has appreciated serving with him on this Board. Mr. Hipps stated that the Board did agree on most things and the meetings have always been conducted with professionalism. Mr. Hipps recalled when Mr. Carter led the County through the COVID crisis where service was maintained and meetings continued.

Mr. Hinkle appreciated Mr. Carter's mentorship while on the Board. Mr. Hinkle requested that County staff follow up on the wedding venue complaint. Mr. Hinkle stated that waterline questions should be referred to the EDA and the Town of Appomattox. Mr. Hinkle stated that there is no court action on the Oakville property. Finally, Mr. Hinkle expressed his concern that the Railroad company is not collaborating with the County to allow the internet service cross their property in a timely manner.

UPCOMING MEETINGS

To be determined at the Organizational Meeting of the Board of Supervisors on January 5, 2026.

CLOSED SESSION

The County Attorney read the following Resolution authorizing a Closed Session:

The Appomattox County Board of Supervisors plans to enter in to closed session for the limited purposes of (1) consultation with legal counsel and staff pertaining to actual litigation where such consultation or briefing in open meeting would adversely affect the

negotiating or litigating posture of the Board related to Region 2000 and (2) a discussion regarding a prospective business where no previous announcement has been made of the business' interest in locating its facilities in the County pursuant to Section 15.2-3711(A)(7) and (5) respectively of the Code of Virginia.

Motion made by Mr. Wolfskill, seconded by Mr. Hipps, with all Members present voting yes to enter into closed session at 7:25 p.m.

Mrs. Wanda McCormick read the following closed session certification at 7:50 p.m. To the best of your knowledge, were the only matters discussed in the closed meeting public business matters lawfully exempted from open meeting requirements, and that only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting. Mrs. McCormick called for a roll call vote: Mr. Hipps-yes; Mr. Carter-yes; Mr. Hinkle-yes; Mr. Wolfskill-yes, and Rev. Jones-yes.

Motion made by Mr. Hipps, seconded by Rev. Jones, with all Members present voting yes to hold public hearings on the utility sight agreements at the January regular Board of Supervisor's Meeting.

ADJOURNMENT

Motion made by Mr. Carter, seconded by Mr. Hinkle and carried with all other members present voting yes, to adjourn at 7:53 p.m.

John Hinkle, Chairman