



**BOARD OF SUPERVISORS
MONDAY, AUGUST 17, 2026
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. Hinkle

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. Mr. Shannon Lewis, Forest Manager for the Virginia Department of Forestry, has requested to appear before the Board to provide an update on forestry and present the County payment in lieu of taxes for timber sales revenue on the Appomattox-Buckingham State Forest.
2. Dr. Tibbs, Superintendent of Appomattox County Public Schools, has requested to appear before the Board of Supervisors to discuss the Strategic Plan and the request presented to the Board last month concerning year-end expenditures and the carry-forward of Capital Improvement Program (CIP) funds.
3. Mrs. Cindy Scheu, Director, has requested to appear before the Board to request an additional \$9,244.45 in local funds to balance the Library's FY 2026 budget.
4. Mr. Jonathan Garrett, Fire Chief has requested to appear before the Board to discuss using the Town Ball Park field and facilities.

ACTION ITEMS

5. **Resolution Honoring Karen Baker on her Retirement from Appomattox County Public Safety - 911**
Attached for the Board's consideration is a resolution honoring Karen Baker on her retirement and 20 years of service to the citizens of Appomattox County.
STAFF RECOMMENDATION: Consider adoption of the resolution honoring Karen Baker on her retirement and 20 years of service to the citizens of Appomattox County.

6. **Library Director Salary Request**

At the July meeting, the salary increase request for the Library Director was tabled to the August meeting.

STAFF RECOMMENDATION: Consider Ms. Ford's request to adjust the Library Director's salary to \$56,600, effective July 1, 2026 (an increase of \$3131). If approved, an additional appropriation of \$822 is to pay benefits associated with the increase. The total appropriation request is \$3,953 for the FY 27 Library Budget. New local funds are required.

7. **Schedule Public Hearing—Proposed Amendments to Zoning Ordinance**

In response to several recent changes during the last General Assembly session, the Planning Commission has recommended several changes to the Zoning Ordinance. Specifically, changes include adding "Manufactured Home" as a Permitted Use in the R-1, R-3, B-1 and H-1 districts and multiple adjustments and additions to the Utility-Scale Solar Farm section. The Planning Commission held a public hearing in August, receiving no comments. Following the public hearing, the Planning Commission voted unanimously to recommend the amendments for approval. The Board of Supervisors will need to hold a public hearing prior to considering the recommendation of the Planning Commission.

Staff Recommendation: Staff recommends scheduling a public hearing for the October 19, 2026, regular meeting.

COMMITTEE APPOINTMENTS

8. **Central Virginia Community College Board**

At the July meeting, the appointment of a representative to serve on the CVCC Board was tabled to the August meeting.

STAFF RECOMMENDATION: Appoint a representative to serve on the CVCC Board for a 4-year term beginning on August 1, 2026, and ending on July 31, 2030.

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.

9. **Invoices Submitted for Payment**

Please review the attached invoices and approve for payment:

FY 2026 POST-YEAR

August 3, 2026	\$23,835.40
August 11, 2026 - CSA	\$7,342.16

August 12, 2026 \$68,607.11

TOTAL: \$99,784.67

FY 2027

August 4, 2026 \$39,328.33

August 13, 2026 - Election Workers \$9,210.89

August 14, 2026 - CSA \$179,277.84

August 17, 2026 \$312,887.46

TOTAL: \$540,704.52

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

10. **1.5% Cost-of-living Adjustment to County Employees and Constitutional Officers**
Please supplement by consent **\$121,597.00** and appropriate to the following to the **FY 2027** operating budget:

County Administrator

1201-1001 Salaries & Wages \$4,249.00

1201-2001 FICA \$325.00

1201-2002 VRS \$711.00

1201-2009 Life Insurance \$45.00

TOTAL: \$5,330.00

Commissioner of the Revenue

1209-1001 Salaries & Wages \$3,178.00

1209-2001 FICA \$243.00

1209-2002 VRS \$532.00

1209-2006 Life Insurance \$34.00

TOTAL: \$3,987.00

Treasurer

1213-1001 Salaries & Wages \$2,470.00

1213-2001 FICA \$313.00

1213-2002 VRS \$414.00

1213-2006 Life Insurance \$26.00

TOTAL: \$3,223.00

Information Technology

1220-1001 Salaries & Wages \$2,689.00

1220-2001 FICA \$206.00

1220-2002 VRS \$450.00

1220-2006 Life Insurance \$29.00

TOTAL: \$3,374.00

Registrar

1302-1001 Salaries & Wages	\$1,672.00
1302-2001 FICA	\$199.00
1302-2002 VRS	\$280.00
1302-2006 Life Insurance	\$17.00
TOTAL:	\$2,168.00

Clerk of Circuit Court

2106-1001 Salaries & Wages	\$3,786.00
2106-2001 FICA	\$256.00
2106-2002 VRS	\$634.00
2106-2006 Life Insurance	\$40.00
TOTAL:	\$4,716.00

Commonwealth Attorney

2201-1001 Salaries & Wages	\$4,581.00
2201-2001 FICA	\$351.00
2201-2002 VRS	\$767.00
2201-2006 Life Insurance	\$49.00
TOTAL:	\$5,748.00

Witness Advocate

2220-1001 Salaries & Wages	\$689.00
2220-2001 FICA	\$53.00
2220-2002 VRS	\$115.00
2220-2006 Life Insurance	\$7.00
TOTAL:	\$864.00

Sheriff

3102-1001 Salaries & Wages	\$40,545.00
3102-2002 FICA	\$2,563.00
3102-2002 VRS	\$6,479.00
3102-2006 Life Insurance	\$410.00
TOTAL:	\$49,997.00

Office Building/Housing

3401-1001 Salaries & Wages	\$937.00
3401-2001 FICA	\$1,420.00
3401-2002 VRS	\$156.00
3401-2006 Life Insurance	\$10.00
TOTAL:	\$2,523.00

Animal Control

3501-1001 Salaries & Wages	\$3,398.00
3501-2001 FICA	\$451.00

3501-2002 VRS	\$562.00
3501-2006 Life Insurance	\$35.00
TOTAL:	\$4,446.00
911 Center	
3606-1001 Salaries & Wages	\$3,941.00
3606-2001 FICA	\$12,000.00
3606-2002 VRS	\$807.00
3606-2006 Life Insurance	\$51.00
TOTAL:	\$16,799.00
Landfill/Convenience Centers	
4205-1001 Salaries & Wages	\$3,000.00
4205-2001 FICA	\$4,083.00
4205-2002 VRS	\$503.00
4205-2006 Life Insurance	\$32.00
TOTAL:	\$7,618.00
General Properties	
4302-1001 Salaries & Wages	\$2,285.00
4302-2001 FICA	\$3,349.00
4302-2002 VRS	\$594.00
4302-2006 Life Insurance	\$32.00
TOTAL:	\$6,260.00
Comprehensive Services (CSA)	
5301-1001 Salaries & Wages	\$755.00
5301-2001 FICA	\$58.00
5301-2002 VRS	\$127.00
5301-2006 Life Insurance	\$8.00
TOTAL:	\$948.00
Parks & Recreation	
7102-1001 Salaries & Wages	\$563.00
7102-2001 FICA	\$1,513.00
TOTAL:	\$2,076.00
Library	
7301-1001 Salaries & Wages	\$2,026.00
7301-2001 FICA	\$3,204.00
7301-2002 VRS	\$340.00
7301-2006 Life Insurance	\$21.00
TOTAL:	\$5,591.00
Zoning/Subdivision/Planning	
8104-1001 Salaries & Wages	\$1,290.00

8104-2001 FICA	\$99.00
8104-2002 VRS	\$216.00
8104-2006 Life Insurance	\$14.00
TOTAL:	\$1,619.00

RE: Additional 1.5% cost-of-living increase for county employees to align with the State's 3.5% cost-of-living increase; 2% cost-of-living was already included in the FY 2027 budget.

STAFF RECOMMENDATION: New local funds are required.

11. **Information Technology**

Please transfer by consent from the General Fund and appropriate the following to the **FY 2026 Post-Year** operating budget:

1220-7001 Equipment	\$24,584.36
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RE: IT equipment purchased for the separation from the Public Schools IT.

STAFF RECOMMENDATION: New local funds are required.

12. **Minutes**

Please review the following "Draft" minutes for approval.
July 20, 2026 Regular Scheduled Meeting

13. **Commissioner of the Revenue Refund Requests**

Mrs. Sara Henderson, Commissioner of the Revenue, is requesting the following to be paid from **1209-5803 Refunds** from the **FY 2027** operating budget:

- 1) Refund \$11.26 to John C. & Penny M. Taylor for personal property taxes paid. They were erroneously assessed.
- 2) Refund \$86.35 to Scott George West for personal property taxes paid. Mr. West qualifies for the Veteran's Exemption.
- 3) Refund \$339.48 to Charles W. & Barbara L. Osborne for personal property and real estate taxes paid. Mr. Osborne qualifies for the Veteran's Exemption.
- 4) Refund \$2,380.09 to James J. & Beverly J. Baker for personal property and real estate taxes paid. Mr. Baker qualifies for the Veteran's Exemption.
- 5) Refund \$14.85 to Edith E. Valente for personal property taxes paid. She was erroneously assessed.
- 6) Refund \$593.00 to Cross Country Mortgage LLC for real estate taxes paid for Mr. Dakota R. Reed. He qualifies for the Veteran's Exemption.
- 7) Refund \$426.85 to Veteran's United Home Loans for real estate taxes paid for Mr. Phillip A. Owens. He qualifies for the Veteran's Exemption.
- 8) Refund \$424.53 to UWM Escrow Department for real estate taxes paid for Mr. Jonathan L. Owens. He qualifies for the Veteran's Exemption.

STAFF RECOMMENDATION: Consider approval of the refunds listed above. Transfer by consent \$4,276.41 from the General Fund and appropriate to 1209-5803. No new local funds are required.

14. **Commonwealth's Attorney's Office**

Please supplement by consent and appropriate the following to the **FY 2027** operating budget:

2201-1001 Salaries & Wages	\$8,000.00
2201-2001 FICA	\$612.00
2201-2002 VRS	\$1,339.00
2201-2006 Life Insurance	\$85.00
TOTAL:	\$10,036.00

RE: Payroll reallocation for Paralegal and Assistant Commonwealth's Attorney as requested by Mr. Les Fleet at the July 20th meeting and approved by the Board. These funds were appropriated in the FY 2027 VA Domestic Victim Grant budget (2202) and Mr. Fleet is requesting to transfer the funds.

STAFF RECOMMENDATION: No new local funds are required.

15. **VA Domestic Victim Grant**

Please supplement by consent and appropriate the following to the **FY 2027** operating budget:

2202-1003 Part-Time Salaries	\$15,079.00
2202-2001 FICA	\$1,077.00
TOTAL:	\$16,156.00

RE: Additional grant funds (\$54,500 to \$75,000) received from VDCJS for the Domestic Violence Victim position.

STAFF RECOMMENDATION: No new local funds are required.

16. **Victim Witness Advocate**

Please transfer by consent from **2201-1001 Salaries & Wages** and appropriate the following to the **FY 2026 Post-Year** operating budget:

2220-1001 Salaries & Wages	\$1,324.91
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RE: Requested by the Commonwealth's Attorney Les Fleet to provide funding for a previously approved pay increase that resulted in a deficit with the salaries and wages budget line item.

STAFF RECOMMENDATION: No new local funds are required.

Please supplement by consent and appropriate the following to the **FY 2027** operating budget:

2220-1001 Salaries & Wages	\$1,500.00
2220-2001 FICA	\$115.00
2220-2002 VRS	\$251.00
2220-20006 Life Insurance	\$16.00
TOTAL:	\$1,882.00

RE: Payroll reallocation for the Victim Witness Advocate as requested by Mr. Les Fleet at the July 20th meeting and approved by the Board. These funds were appropriated in the

FY 2027 VA Domestic Victim Grant budget (2202) and Mr. Fleet is requesting to transfer the funds.

STAFF RECOMMENDATION: No new local funds are required.

17. **Employee Health Insurance**

Please transfer by consent **\$26,476.00** from Operating Reserve **1101-5804** and appropriate the following to the **FY 2027 operating budget:**

1201-2005 Administration Health Ins.	\$184.00
1209-2005 Comm. of Revenue Health Ins.	\$230.00
1213-2005 Treasurer Health Ins.	\$184.00
1220-2005 Information Tech. Health Ins.	\$138.00
1302-2005 Registrar Health Ins.	\$92.00
2106-2005 Clerk Circuit Court Health Ins.	\$230.00
2201-2005 Comm. Attorney Health Ins.	\$184.00
2220-2005 Witness Advocate Health Ins.	\$46.00
3102-2005 Sheriff Health Ins.	\$12,410.00
3401-2005 Building/Housing Health Ins.	\$46.00
3501-2005 Animal Control Health Ins.	\$184.00
3606-2005 911 Health Ins.	\$644.00
4205-2005 Landfill/Conv Health Ins.	\$276.00
4302-2005 General Properties Health Ins.	\$184.00
5310-2005 CSA Health Ins.	\$46.00
7102-2005 Parks & Rec Health Ins.	\$11,168.00
7301-2005 Library Health Ins.	\$184.00
8104-2005 Zoning/Sub/Planning Health Ins.	\$46.00

TOTAL: \$26,476.00

RE: Difference in health insurance premium. FY 2027 budgeted health insurance was \$11,030 per employee; New premium amount is \$11,076 per employee.

STAFF RECOMMENDATION: No new local funds are required.

18. **Request to Carry-Forward Funds to FY 2027 Budget**

Please consider the approval of the following FY 2026 remaining balance department funds and reappropriate them to the **FY 2027** operating budget:

Board of Supervisors

1101-5804 Operating Reserve	\$80,838.00
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Sheriff

3102-1007 Traffic Safety OT	\$43,215.00
3102-1008 VSTOP Grant Position	\$117,110.50
3102-1009 SRO New Position Grant	\$61,649.00
3102-5804 TRIAD (Donations Only)	\$1,079.67

3102-5805 Project Lifesaver	\$487.55
3102-5812 Canine Supplies (Donations)	\$866.80
3102-5820 Blue Line VBE	\$39,625.00

DARE

3106-5401 Office Supplies	\$299.47
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Volunteer Fire

3201-7001 Equipment (Apparatus)	\$150,000.00
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Animal Control

3501-5413 Spay/Neuter Program	\$22,338.79
3501-5804 Donations Only	\$7,858.28

General Properties

4302-3004 Repairs/Maintenance	\$65,458.00
4302-5806 Employee Incentive	\$1,695.00

Sports Complex

7101-5804 Donations	\$1,128.55
7101-6007 Special Projects	\$6,973.00

Economic Development

8105-6007 Special Projects	\$21,817.00
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Capital Projects

9104-7017 County Capital Projects	\$23,753.00
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STAFF RECOMMENDATION: No new local funds are required

19. **Appomattox County Public Schools Carry-Forward Funds Request for FY 2027**

Operating Budget:

The Appomattox County Public Schools are requesting the Board's approval to carry-forward FY 2026, ending balance funds and reappropriate the following to the FY 2027 Schools operating budget:

SOQ Position Bonus (will be expended in October 2026)	\$291,181.00
School Food Service Funds - Fund 2	\$1,471,602.46
Capital Improvement Funds - Fund 3	\$776,390.39
Textbook Fund - Fund 6	\$108,716.57
TOTAL:	\$2,647,890.42

STAFF RECOMMENDATION: No new local funds are required.

20. **Sheriff's Department**

Please supplement by consent and appropriate the following to the **FY 2026 Post-Year** operating budget:

3102-1002 Overtime	\$8,827.74
3102-5401 Office Supplies	\$1,988.00

3102-5408 Vehicle Equip/Gasoline Supply	\$2,004.84
3102-5410 Uniforms	\$1,971.94
3102-5503 Travel/Sustenance	\$1,986.08
3102-5812 Canine (Donations)	\$5,995.98
3102-5820 Blue Line VBE	\$39,625.00
TOTAL:	\$62,399.58

RE: Reimbursement from the City of Lynchburg for CIT hours worked by deputies (\$5,382.00); Reimbursement from DCJS for TDO/ECO hours worked by deputies (\$378.00); Reimbursement from the Town of Appomattox for Town Selective hours worked by deputies (\$3,067.74); Reimbursement from Havis for universal rugged cradle for computing devices that did not fit (\$1,988.00); Reimbursement from the Town of Appomattox for gas/vehicle purchases (\$2,004.84); Reimbursement from the Town of Appomattox for uniform purchases (\$1,971.94); Reimbursement from the Town of Appomattox for travel/training/food (\$1,986.08); Reimbursement from the Town of Appomattox for canine purchases (\$5,995.98); Funds received from Blue Line Solutions for citations paid for from the Speed Enforcement camera in the construction zone on Hwy. 460, westbound (\$39,625.00).

STAFF RECOMMENDATION: No new local funds are required.

Please supplement by consent and appropriate the following to the **FY 2027** operating budget:

3102-1002 Overtime	\$11,814.00
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RE: Reimbursement from Liberty Baptist Church for security performed at the July 3rd celebration (\$750.00); Reimbursement from Evergreen Baptist Church for security performed at a funeral on 7-18-26 (\$300.00); Reimbursement from the Town of Appomattox for the Town Selective hours worked by deputies (\$5,166.72); Reimbursement from the City of Lynchburg for CIT hours worked by deputies (\$5,597.28).

STAFF RECOMMENDATION: No new local funds are required.

21. **Courthouse Security Fund**

Please transfer by consent \$11,605.00 from the Courthouse Security Fund and appropriate the following to the **FY 2026 Post-Year** operating budget:

3102-1006 Courthouse Security Position	\$11,605.00
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STAFF RECOMMENDATION: No new local funds are required.

22. **Roadside Clean-Up**

Please supplement by consent and appropriate the following to the **FY 2026 Post-Year** operating budget:

4209-1003 Part-Time	\$1,777.50
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RE: Funds received from VDOT for roadside clean-up (\$1,777.50).

STAFF RECOMMENDATION: No new local funds are required.

23. **Animal Control**

Please supplement by consent and appropriate the following to the **FY 2027** operating budget:

3501-5413 Spay/Neuter Program \$1,530.00

3501-5804 Donations \$115.00

TOTAL: \$1,645.00

RE: Funds received through adoptions and spay/neuter program (\$1,530.00); Donation received for animal shelter (\$115.00).

STAFF RECOMMENDATION: No new local funds are required.

24. **J. Robert Jamerson Memorial Library**

Please supplement by consent and appropriate the following to the **FY 2027** operating budget:

7301-4001 Software/Support \$3,500.00

7301-5401 Office Supplies \$305.32

7301-5411 Books \$4,028.98

TOTAL: \$7,834.30

RE: Reimbursements received by the Library (\$334.30); Additional FY 2027 State Aid allocations received for the Library (\$7,500.00).

STAFF RECOMMENDATION: No new local funds are required.

25. **Capital Projects**

Please supplement by consent and appropriate the following to the **FY 2026 Post-Year** operating budget:

9104-7018 VOTECH GO VA Grant **\$23,505.09**

RE: Reimbursement from the Central Virginia Planning District Commission for GO VA grant.

STAFF RECOMMENDATION: No new local funds are required.

26. **Public Utilities - Waterline**

Please supplement by consent and appropriate the following to the **FY 2026 Post-Year** operating budget:

082-1800-5101 Electrical Services **\$419.42**

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

STAFF RECOMMENDATION: No new local funds are required.

Please supplement by consent and appropriate the following to the **FY 2027** operating budget:

082-1800-5203 Telecommunications **\$104.26**

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

STAFF RECOMMENDATION: No new local funds are required.

27. **General Properties (Maintenance)**

Please transfer by consent \$15,000.00 from 4302-3002 Professional Services and appropriate the following to the FY 2026 Post-Year operating budget:

9104-7014 County Capital Projects \$15,000.00

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.

CLOSED SESSION

28. I move the Board enter into closed meeting for the limited purpose of consulting with legal counsel retained by the Board regarding specific legal matters requiring the provision of legal advice by such counsel related to a proposed water agreement, performance agreement, and lease agreement in accordance with Section 2-2-3711(A)(8) of the Code of Virginia.

UPCOMING MEETINGS

Monday, August 24, 2026 @ 6:00 p.m.

Special Called Meeting
Board of Supervisors Meeting Room
333 Court Street
Appomattox, VA 24522

Monday, September 21, 2026 @ 6:00 p.m.

Regular Scheduled Meeting
Board of Supervisors Meeting Room
333 Court Street
Appomattox, VA 24522

ADJOURNMENT