

1 | **Appomattox Town Council
Workshop Meeting
February 22, 2022**

The Appomattox Town Council held a Workshop meeting on Tuesday, February 22, 2022 at 6:30 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Conner presiding.

Members present: James J. Boyce, Sr., Timothy W. Garrett, Claudia G. Puckette, Mary Lou G. Spiggle, Aaron M. Tilton.

Absent: Nathan A. Simpson

Others: Courtney Mendenhall, Times-Virginian; Susan Chapman, CPA and Hailey Fox, CPA, Brown Edwards & Co; Jeff Elder, Facilities Director; Kim Ray, Town Treasurer; Christy Torrence, Office Manager; and Roxanne W. Casto, Interim Town Manager/Clerk of Council.

Mayor Conner called the meeting to order and welcomed the visitors.

Scheduled Public Appearances – Susan Chapman, CPA, Director with Brown Edwards & Company, LLP presented the FY 2021 Annual Audit for the Town of Appomattox. She also introduced Hailey Fox, CPA who was responsible for much of the field work for the Town audit. Overall, the FY 2021 went well. There are no outstanding issues. This was the Town's first year for a single audit because the Town received over \$750,000 in federal funding. The cash balances are back up due to the closing of the USDA grant/load for the sewer project. The fund balances are also still healthy. There are 28 months of expenses in reserves and that is healthy.

Mrs. Chapman said there were no new comments in the report this year. The management responses will be in the final report. New next year will be the standards for leases. The amount (number) of journal entries for year end are much less than prior years. The Town has come a long way since Brown Edwards started auditing the Town in 2010. Water and Sewer funds are finally paying for themselves.

The Appomattox Town Council thanked Mrs. Chapman and Ms. Fox for the report.

Discussion Items:

On a motion by Ms. Spiggle, seconded by Mr. Garrett, Council voted to accept the FY 2021 Audit for the Town of Appomattox as presented by Brown Edwards and Company, LLP. Boyce – aye, Garrett – aye, Puckette – aye, Spiggle – aye, Tilton – aye. Motion carried 5-0.

Council Comment:

None

Council Standing Committee Reports:

American Rescue Plan Act (ARPA) Committee –

Mrs. Puckette provided an updated list compiled by Mr. Elder and the committee (Garrett & Puckette).

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Staff Reports:

Mr. Elder, Facilities Director provided information on the following:

- USDA Sewer Project – I&I Project: The punch list is in progress on the project.
- The department repaired a couple of water leaks and sewer backups.

Mrs. Ray, Town Treasurer presented the financial report as of January 31, 2022, also stating that the 2022 Business License is due by March 1st and the FY 2023 Budget preparation are underway.

Mrs. Casto, Interim Town Manager/Clerk of Council provided an update on the following items:

- There will be a joint public hearing on Tuesday, March 1, 2022 at 6:00 p.m. of the Town Planning Commission and Town Council to hear citizen input on (2) zoning amendments to the Appomattox Town Code. Council was encouraged to bring any questions or concerns to the meeting.
- The Town Council provided consensus to begin the budget work sessions at 5:45 p.m. on the nights of Regular and Workshop meetings.

Closed Session:

On a motion by Mr. Garrett, seconded by Ms. Spiggle, Council voted to convene in Closed Session, pursuant to Section 2.2-3711 (A) 3 of the Code of Virginia (1950), as amended, for the purpose of discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically property identified as Tax Map #64A5-13-9.

Vote: Boyce – yes, Garrett – yes, Puckette – yes, Spiggle – yes, Tilton - yes. Motion carried 5-0.

The meeting was reopened to the public.

Certification of Closed Session:

Council Member Tilton made the following motion:

WHEREAS, the Council of the Town of Appomattox has convened a closed meeting on this date, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Appomattox Town Council hereby certifies that to the best of each members knowledge: (1) Only public business matters lawfully exempted from open meetings requirements by Virginia law were discussed in the closed meeting to which this certificate resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by this council.

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The motion was seconded by Council Member Garrett and Council by the following recorded vote adopted the motion:

Vote: Boyce – yes, Garrett – yes, Puckette – yes, Spiggle – yes, Tilton - yes. Motion carried 5-0.

Mayor Conner read the following statement:

The Town Council, as authorized by Virginia Code §2.2-3712(B), within fifteen (15) days of said announcement, will be interviewing potential Town Manager candidate(s), in Closed Session, at undisclosed time(s) and location(s). Following such interview(s), the Council will certify the same at its next regular schedule meeting.

Adjournment:

On a motion by Councilmember Garrett, seconded by Councilmember Puckette, Council voted to adjourn at 8:10 p.m. All members present voting aye. Motion carried 5-0.

Roxanne W. Casto, MMC
Clerk

Richard C. Conner
Mayor