

1 | **Appomattox Town Council**  
**Regular Council Meeting**  
**June 12, 2023**

The Appomattox Town Council held a Regular Council meeting on Monday, June 12, 2023, at 6:30 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Conner presiding.

Members present: Jane T. Allen, James J. Boyce, Sr., Claudia G. Puckette, Mary Lou G. Spiggle, and Timothy W. Garrett.

Absent - Nathan A. Simpson

Others present: Reverend Carlton Duck, Charles Conrad, Michelle Romanac, Kenny Ford, Jeff Elder, Facilities Director; Kim Ray, Treasurer; R. Terry McGhee, Town Manager; Roxanne W. Casto, Clerk of Council.

Mayor Conner called the meeting to order.

Public Hearing: Mayor Conner opened the public hearing by reading the purpose:

The purpose of this public hearing will be to receive public comments concerning the following:

Amendment to the FY 2023 Budget for the Town of Appomattox - In accordance with §15.2-2506 Code of Virginia, the following is a brief synopsis of the budget amendment by the Town of Appomattox for FY 2023:

General Fund Expenditures Amendments	\$501,311.00
<b>Total Expenditures Amendments</b>	<b>\$501,311.00</b>
General Fund Revenue Amendments	\$501,311.00
<b>Total Revenue Amendments</b>	<b>\$501,311.00</b>

Documentation is available at the Appomattox Municipal Building, Town Office, 210 Linden Street from 8:30 a.m. until 4:30 p.m., Monday through Friday. If there are any questions, please contact R. Terry McGhee, Town Manager at 434-352-8268.

There were no public comments made or received during the public comment period.

Mayor Conner closed the public hearing.

Reverend Duck led the Prayer and Pledge of Allegiance to the Flag of the United States of America.

Mayor's Comments: "Welcome everyone and one note, Wednesday, June 14, 2023, is Flag Day. The Flag of the United States represents our country, our commonwealth, and our community and all that we have achieved and all that we stand for. May we as a body do more to improve each aspect of our lives in our community, commonwealth, country."

Scheduled Public Appearances:

Michelle Romanac, 219 North Avenue, Appomattox – Citing she has lived at the address listed since she was 18 years old. She had repairs done last year (to her pool) and it wasn't done properly. She had hired a new company this year. It is a very large pool, and she averages about 9 pool fillings per year. She is requesting an amendment to the policy for repairs, etc. She also cited confusion in the mail delivery as there is 219 North Avenue and 219 Plant Drive. The sewer bill is over \$600.00. Citing she is single, works hard, cannot afford \$600 for sewer.

Mrs. Puckette asked for clarification on the policy. Mr. McGhee responded that the sewer charges were adjusted for the first three (3) fillings. Mr. Elder suggested an irrigation meter for the pool fillings. The connection would require a meter, backflow, and RPZ device.

Ms. Romanac thanked Council for their time. Mayor Conner will advise of a future decision.

Adoption of the Consent Agenda:

On a motion by Mr. Garrett, seconded by Mrs. Puckette, Council voted to adopt the consent agenda for June 12, 2023 as presented. All members present voting aye. Motion carried 5-0.

Unfinished Business: none

New Business:

On a motion by Mr. Garrett, seconded by Ms. Spiggle, Council voted to adopt Resolution 2023-003 to amend the FY 2023 Budget for the Town of Appomattox.

1. Consideration to adopt a resolution amending the FY 2023 Operating Budget for the General Fund for the Church Street Sidewalk project, litter grant, VRSA grant, and Aid to the Police Department.
2. WHEREAS, Section 15.2-2507, Code of Virginia, allows that a governing body may amend the budget from time to time.
3. NOW THEREFORE, BE IT RESOLVED, that the Appomattox Town Council does hereby amend the FY 2023 Operating Budget for the General Fund:

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**General Fund Expenditures**

10-5000-7091	Capital Improvements – General	\$	500,000.00
10-4800-6300	Litter Grant	\$	-264.00
10-4700-7081	VRSA Grant	\$	<u>1,575.00</u>
	Net Increase in Budget	\$	<u>501,311.00</u>

**General Fund Revenues**

10-3901-0000	Use of Undesignated Revenue	\$	495,369.00
10-3811-0000	Litter Grant	\$	-264.00
10-3812-0000	VRSA Grant	\$	1,575.00
10-3604-0000	Aid to Police Grant	\$	<u>4,631.00</u>
	Net Increase in Budget	\$	<u>501,311.00</u>

**SECTION XIII:** BE IT FURTHER RESOLVED, by the Town Council of Appomattox, Virginia that the Fiscal Year 2023 budget amendments are hereby adopted, and the monies necessary to fund it are hereby appropriated and shall be certified by the Clerk of Council and maintained as an archive document with the official minutes of the Town Council of Appomattox, Virginia.

Amended this \_\_\_\_ day of \_\_\_\_\_ 2023.

Attest:

\_\_\_\_\_  
Roxanne Casto, Town Clerk

Roll Call Vote: Garrett – yes, Spiggle – yes, Puckette – yes, Boyce – yes, Allen – yes. Motion carried 5-0.

On a motion by Mr. Boyce, seconded by Ms. Puckette, Council voted to adopt a Resolution adopting the FY 2024 Budget for the Town of Appomattox:

**AN APPROPRIATIONS RESOLUTION OF THE APPOMATTOX TOWN COUNCIL  
ADOPTING THE FISCAL YEAR 2023-2024 BUDGET FOR THE TOWN OF  
APPOMATTOX, VA.**

**SECTION I:**

WHEREAS, Section 5-72, Appomattox Town Code and Section 15.2-2503, Code of Virginia, require that the governing body shall approve the budget and fix a tax rate for the budget year no later than the date on which fiscal year begins; and,

**SECTION II:**

WHEREAS, the proposed Fiscal Year 2023-2024 Budget was published on May 3, 2023 and May 10, 2023 in the *Times-Virginian*, Appomattox, Virginia, pursuant to Section 15.2-2506, Code of Virginia, and public hearing was subsequently held on the proposed budget on Tuesday, May 23, 2023;

**SECTION III:**

NOW, THEREFORE, BE IT RESOLVED, that the Appomattox Town Council meeting in a Regular Council Meeting on Monday, June 12, 2023, does hereby approve the following General Fund Expenditures by Category for Fiscal Year 2023-2024;

**GENERAL FUND; EXPENDITURES BY CATEGORY:**

Council	58,925.
Administrative & Town Office	649,830.
Professional	150,000.
Police	126,985.
Tourism	87,500.
Fire Department	46,000.
Public Works & Town Shop	1,180,643.
Sanitation	159,000.
Property Maintenance & Construction	611,361.
Town Shop	0.
Events & Contributions	25,000.
Zoning	58,150.
Town Office	0.
<b>TOTAL GENERAL FUND EXPENSES</b>	<b>3,153,394.</b>

**SECTION IV:**

BE IT FURTHER RESOLVED, that the Appomattox Town Council hereby establishes the property tax rate at \$.11 per \$100.00 of assessed value for real estate, \$.45 per \$100.00 of assessed value for personal property, \$.45 per \$100.00 of assessed value for machinery and tools, and \$.11 per \$100.00 of assessed value for mobile homes; and,

BE IT FURTHER RESOLVED, in accordance with the requirements set forth in Section 58.1-3524(C)(2) and Section 58.1-3912(E) of the Code of Virginia, as amended by Chapter 1 of the Acts of Assembly (2004 Special Session 1) and as set forth in Item 503.E (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of Assembly any qualifying vehicle situated within the Town commencing January 1, 2023, shall receive personal property tax relief in the following manner:

- Personal use vehicles valued at \$1,000 or less will be eligible for 100% tax relief;
- Personal use vehicles valued at \$1,001 to \$20,000 will be eligible for 44.1% tax relief;
- Personal use vehicles valued at \$20,001 or more shall only receive 44.1% tax relief on the first \$20,000 of value; and
- All other vehicles which do not meet the definition of “qualifying” (business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program.

**SECTION V:**

BE IT FURTHER RESOLVED, that the Appomattox Town Council does hereby approve the following General Fund revenue estimates for Fiscal Year 2023-2024;

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**GENERAL FUND; REVENUES BY CATEGORY:**

Current Taxes – Real Estate	165,000.
Current Taxes – Personal Property	85,000.
Delinquent Taxes	1,000.
Penalties & Interest	5,000.
Public Service Corporation	7,000.
Bank Stock Tax	190,000.
Meals Tax	1,300,000.
Lodging Tax	70,000.
Consumption Tax	7,000.
Cigarette Tax	140,000.
Vehicle License Tax	25,000.
Business License	200,000.
Zoning	1,000.
Communications Tax	4,000.
Interest	10,000.
Rental of Misc. Property	6,000.
Rolling Stock Tax	3,000.
Sales Tax	90,000.
Aid to Police Department (HB599)	50,631.
Fire Programs	15,000.
Personal Prop Tax Relief Act State Funds	23,107.
Visitor Center	0.
Mobile Home Titling Tax	200.
Trash Can Fees	4,500.
Miscellaneous	1,000.
State DMV Fees	2,500.
Town DMV Fees	2,000.
Downtown Revitalization Grant	380,161.
Litter Grant	1,500.
Transfer from Reserve	363,295.
Other Reimbursable	500.
<b>TOTAL GENERAL FUND REVENUES</b>	<b>3,153,394.</b>

**SECTION VI:**

BE IT FURTHER RESOLVED, that the Appomattox Town Council does hereby approve the following Water Fund Expenditures for Fiscal Year 2023-2024;

**WATER FUND; EXPENDITURES BY CATEGORY:**

Water Department	2,937,927.
<b>TOTAL WATER EXPENDITURES</b>	<b>2,937,927.</b>

**SECTION VII:**

BE IT FURTHER RESOLVED, that the Appomattox Town Council does hereby approve the following Water Fund Revenue estimates for Fiscal Year 2023-2024;

**WATER FUND; REVENUES BY CATEGORY:**

Water Sales	380,000.
Connection Fees	8,000.
Penalty Fees	20,000.
Availability Fees	10,000.
Reconnect Fees	0.
Miscellaneous	500.
Interest	4,000.
Interest Revenue (GASB87)	8,700.
Lease Revenue (GASB87)	8,800.
Rental of Misc. Property	20,000.
Intergovernmental Revenue	35,000.
Use of Undesignated Fund Balance	147,927.
Church Street Waterline Grant – DHCD	670,000.
Church Street Grant Proceeds – Rural Dev.	1,125,000.
Church Street Loan Proceeds – Rural Dev.	500,000.
<b>TOTAL WATER REVENUES</b>	<b>2,937,927.</b>

**SECTION VIII:**

BE IT FURTHER RESOLVED, that the Appomattox Town Council does hereby approve the following Sewer Fund Expenditures for Fiscal Year 2023-2024;

**SEWER FUND; EXPENDITURES BY CATEGORY:**

Sewer Department	1,851,803.
<b>TOTAL SEWER EXPENDITURES</b>	<b>1,851,803.</b>

**SECTION IX:**

BE IT FURTHER RESOLVED, that the Appomattox Town Council does hereby approve the following Sewer Fund Revenue estimates for the Fiscal Year 2023-2024;

**SEWER FUND; REVENUES BY CATEGORY:**

Sewer Sales	880,000.
Connection Fees	2,500.
Availability Fees	7,500.
Interest	5,000.
Intergovernmental Revenue	2,500.
Use of Undesignated Funds	84,304.
USDA Grant Proceeds 1	869,999.
<b>TOTAL SEWER REVENUES</b>	<b>1,851,803.</b>

**SECTION X:**

The salaries, wages and allowances set out in said Budget are hereby authorized as per the terms of the town's classification and merit system as approved compensation for officers and employees for services rendered, unless hereafter otherwise provided by ordinance; provided however, that the Town Manager is authorized to make such rearrangement of positions in the several departments named in the Budget, in respect to officers and employees appointed by his/her as may best meet the needs and interests of the Town and after approval by Council.

**SECTION XI:**

BE IT FURTHER RESOLVED, that the Appomattox Town Council may amend the Fiscal Year 2023-2024 Town Budget from time to time pursuant to Section 15.2-2507, Code of Virginia; and,

**SECTION XII:**

BE IT FURTHER RESOLVED, by the Town Council of Appomattox, Virginia that the Fiscal Year Budget for 2023-2024 is hereby adopted, effective July 1, 2023 and the monies necessary to fund it are hereby appropriated and shall be certified by the Clerk of Council and maintained as an archive document with the official minutes of the Town Council of Appomattox, Virginia.

Adopted this 12<sup>th</sup> day of June, 2023.

Attest:

\_\_\_\_\_  
Roxanne W. Casto, Town Clerk

\_\_\_\_\_  
Richard C. Conner, Mayor

Roll Call Vote: Garrett – yes, Spiggle – yes, Puckette – yes, Boyce – yes, Allen – yes. Motion carried 5-0.

On a motion by Mrs. Puckette, seconded by Ms. Spiggle, Council voted to award the 2023 Contract for Grass Mowing to RSG Landscaping, LLC for \$43,788.22 for the FY 2024.

Roll Call Vote: Garrett – yes, Spiggle – yes, Puckette – yes, Boyce – yes, Allen – yes. Motion carried 5-0.

On a motion by Mrs. Puckette, seconded by Mr. Garrett, Council voted to proceed with the exterior historic paint colors of the Appomattox Train Depot in the amount of \$21,696.95.

Roll Call Vote: Garrett – yes, Spiggle – yes, Puckette – yes, Boyce – yes, Allen – yes. Motion carried 5-0.

Council Standing Committee Reports:

American Rescue Plan Act (ARPA):

On a recommendation of the American Rescue Plan Act committee, Council voted to award the generators for the Town Office and Town Shop to Woodridge Heating & Air, Inc., and the propane tanks to Foster Fuels. Roll Call Vote: Garrett – yes, Spiggle – yes, Puckette – yes, Boyce – yes, Allen – yes. Motion carried 5-0.

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Finance and Planning Committee - none

Physical Development Committee – none

Town Manager's Report:

Mr. McGhee provided an update on the following items:

- A complete copy of his self-assessment was provided to all Council members. The first portion is his self-assessment, and the remainder is a planning tool.
- Dominion Seven is progressing on the Town Hall Feasibility Study.
- Tiger Fuel accepted the Town's offer to purchase land adjacent to the Public Works property.
- The remainder of the funding needed for the Church Street Waterline will be in the form of a low interest loan from Rural Development.
- Employees and Visitors are back to using the regular entrances at the depot. The roof, decking and soffits are all either complete or nearly complete.
- June 13 – 15, he will be attending a Brownfield Conference in Danville, VA.
- Twelve letters for an urgent care provider were mailed on June 7, 2023.

Council Comment:

Mrs. Allen inquired about a Goodwill location returning to Appomattox or a donation box for residents for unwanted clothing.

Mr. Boyce - none

Ms. Spiggle reminded everyone of the event on July 1, 2023. The Appomattox Volunteer Fire Department and Liberty Baptist Church will be holding events at Liberty Field on Lee Grant Avenue from 5:30 p.m. – 10:00 p.m. Fireworks will be displayed at 9:30 p.m.

Mr. Garrett - none

Mrs. Puckette stated the Town is in a good place with the Church Street Waterline and Depot projects. The Town will be celebrating its 100-year anniversary on June 2, 2025.

Mr. McGhee commented on the need to schedule the Town picnic in Abbitt Park.

Adjournment:

On a motion by Mr. Garrett, seconded by Mrs. Puckette, Council voted to adjourn at 7:18 pm. All members present voting aye. Motion carried 5-0.

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Roxanne W. Casto, MMC  
Clerk

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Richard C. Conner  
Mayor