

1 | **Appomattox Town Council**
Workshop Meeting
November 24, 2020

The Appomattox Town Council held a Workshop meeting on Tuesday, November 24, 2020 at 6:00 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Conner, presiding.

Town Council present: Aaron Tilton, Nathan A. Simpson, Timothy W. Garrett, Mary Lou Spiggle and Claudia G. Puckette.

Others present: Matt Perkins, Michelle Murch, Jim Boyce, Jeff Elder, Facilities Director; Gary Shanaberger, Town Manager; Kim Ray, Treasurer; Frank Wright, Town Attorney; and Roxanne Casto, Clerk

Mayor Conner called to order the Council Workshop meeting.

Greater Meadowlark Community Development Block Grant Update:

Matt Perkins, Central Virginia Planning District Commission provided an update on the Greater Meadowlark Housing Grant project. The Town of Appomattox was awarded a \$1,000,000 multi-year grant, \$700,000 1st phase (housing rehabilitation) and \$300,000 2nd phase (infrastructure improvements). The goals of the project are to create safe, sanitary, and secure conditions. There were housing rehabilitations completed on 10 owner occupied dwellings and 5 investor owned dwellings. Easements were secured for 10 streetlights along Patterson Street. There were two (2) structures removed due to blight. A total of 89 individuals were assisted by this project. Several stormwater drainage issues were addressed along with the drainage ditch expansion on Patterson Street.

Council thanked Mr. Perkins for providing the update.

Budget Amendment Resolution 2020-005:

On a motion by Mr. Garrett, seconded by Ms. Spiggle, Council voted to adopt budget amendment 2020-005:

1. *Consideration to adopt a resolution amending the FY 2021 Operating Budget for the General Fund, Water Fund, and Sewer Fund for funding of a bonus for employees; specifically \$1000 for each full time employee and \$500.00 for each part-time employee for the budget year for FY 2021.*
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 2021 Operating Budget for the General Fund, Water Fund, and Sewer Fund*

General Fund Expenditures

10-4100-1010	Administration Salaries	\$	5,500.00
10-4100-2010	FICA	\$	420.75

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10-4500-1010	Tourism Salaries	\$	1,500.00
10-4500-2010	FICA	\$	114.75
10-4700-1010	Public Works Salaries	\$	10,500.00
10-4700-2010	FICA	\$	803.25
Net Increase in Budget		\$	<u>18,838.75</u>

General Fund Revenues

Use of Undesignated Reserve	\$	<u>18,838.00</u>
Net Increase in Budget	\$	<u>18,838.00</u>

Water Fund Expenditures

30-6000-1010	Water Salaries	\$	2000.00
30-6000-2010	FICA	\$	153.00
Net Increase in Budget		\$	<u>2,153.00</u>

Water Fund Revenues

Use of Undesignated Reserve	\$	<u>2,153.00</u>
Net Increase in Budget	\$	<u>2,153.00</u>

Sewer Fund Expenditures

31-7000-1010	Sewer Salaries	\$	2,000.00
31-7000-2010	FICA	\$	153.00
Net Increase in Budget		\$	<u>2,153.00</u>

Sewer Fund Revenues

Use of Undesignated Reserve	\$	<u>2,153.00</u>
Net Increase in Budget	\$	<u>2,153.00</u>

SECTION XIII:

BE IT FURTHER RESOLVED, by the Town Council of Appomattox, Virginia that the Fiscal Year 2021 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 _____ 2020.

Attest:

Roxanne Casto, Town Clerk

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

Budget Amendment Resolution 2020-004:

On a motion by Mr. Simpson, seconded by Mr. Tilton, Council voted to adopt budget amendment 2020-004:

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1. Consideration to adopt a resolution amending the FY 2021 Operating Budget for the General Fund, Water Fund, and Sewer Fund for funding of a 2% cost of living adjustment increase for the remaining 7 months of the budget year for FY 2021.
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 2021 Operating Budget for the General Fund, Water Fund, and Sewer Fund

General Fund Expenditures

10-4100-1010	Administration Salaries	\$	3,300.00
10-4100-2010	FICA	\$	260.00
10-4100-2020	VRS	\$	200.00
10-4100-2040	Life Ins.	\$	45.00
10-4500-1010	Tourism Salaries	\$	350.00
10-4500-2010	FICA	\$	30.00
10-4700-1010	Public Works Salaries	\$	5,500.00
10-4700-2010	FICA	\$	425.00
10-4700-2020	VRS	\$	275.00
10-4700-2040	Life Ins.	\$	60.00
Net Increase in Budget		\$	<u>10,445.00</u>

General Fund Revenues

Use of Undesignated Reserve	\$	<u>10,445.00</u>
Net Increase in Budget	\$	<u>10,445.00</u>

Water Fund Expenditures

30-6000-1010	Water Salaries	\$	800.00
30-6000-2010	FICA	\$	65.00
30-6000-2020	VRS	\$	50.00
30-6000-2040	Life Ins.	\$	15.00
Net Increase in Budget		\$	<u>930.00</u>

Water Fund Revenues

Use of Undesignated Reserve	\$	<u>930.00</u>
Net Increase in Budget	\$	<u>930.00</u>

Sewer Fund Expenditures

31-7000-1010	Sewer Salaries	\$	1,275.00
31-7000-2010	FICA	\$	100.00
31-7000-2020	VRS	\$	80.00
31-7000-2040	Life Ins.	\$	20.00
Net Increase in Budget		\$	<u>1,475.00</u>

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Sewer Fund Revenues

<i>Use of Undesignated Reserve</i>	\$	<u>1,475.00</u>
<i>Net Increase in Budget</i>	\$	<u>1,475.00</u>

SECTION XIII:

BE IT FURTHER RESOLVED, by the Town Council of Appomattox, Virginia that the Fiscal Year 2021 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 _____ 2020.

Attest:

Roxanne Casto, Town Clerk

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

Closed Session:

On a motion by Mr. Garrett, seconded by Ms. Spiggle, Council voted to convene in Closed Session pursuant to §2.2-3711 (A) 1 of the Code of Virginia, 1950, as amended, for the purpose of discussion of prospective candidates for appointment for the council vacancy created by the death of Councilman Paul D. Harvey on October 19, 2020 and pursuant to Section 2.2-3711 (A) 8 of the Code of Virginia, 1950, as amended, for the purpose of consultation with legal counsel retained by the Town regarding specific legal matters requiring the provision of legal advice by such counsel, specifically being legal issues related to the Appomattox Christmas Parade application issued by the Virginia Department of Transportation as it relates to the Governor’s Covid-19 orders.

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

The meeting was reopened to the public.

Council Member Puckette 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;

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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.

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

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

Action from Closed Session:

On a motion by Ms. Spiggle, seconded by Mr. Simpson, Council voted to appoint James J. Boyce to fill the unexpired term of Mr. Paul D. Harvey until the next Town Council General Election on May 3, 2022.

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

Council Comments:

Mrs. Puckette wished everyone a Happy Thanksgiving.

Ms. Spiggle – none

Mr. T. Garrett – none

Mr. Simpson expressed his excitement with Council’s action of passing a 2% cost of living adjustment and bonus for employees working through COVID.

Mr. Tilton inquired on the policy of the extra additional trash carts per residence. Mr. Shanaberger and Mr. Elder continue to work on creating this policy.

Staff Reports:

Mrs. Kim Ray, Treasurer provided the Treasurer’s Report for revenues and expenditures though October 2020.

Ms. Casto, Clerk of Council - none.

Mr. Elder, Facilities Director – none.

Mr. Shanaberger provided an update on the following items:

- The grant application for the water research project was submitted and there is no grant funding available at this time. However, a low interest loan is available.
- The sewer improvement project groundbreaking was held on Tuesday, November 17, 2020.

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- The Rural Development – USDA grant application for the Church Street Waterline Replacement project has been submitted. Review could take 60-90 days.
- The Town received a new USDA Field Representative Rob Wilson, from the Lexington office.
- The Appomattox Downtown Revitalization has 2 structures under contract and 3 more are expected next week. The 2nd phase of the project is expected to go out to bid in the next 2 weeks.
- A Council Retreat is being planned for a Friday in January or February.

Adjournment:

On a motion by Mr. Simpson, seconded by Mr. Garrett, Council voted to adjourn at 7:50 p.m. All members present voting aye. Motion carried 5-0.

Roxanne W. Casto
Clerk of Council

Richard C. Conner, Mayor