



Appomattox Regular meeting Agenda

Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia 24522

Monday, August 08, 2022

6:30 PM – Regular meeting

(Location: Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia 24522)

Call to Order and Welcome to Visitors

Prayer & Pledge of Allegiance to the Flag of the United States of America

Public Hearing

- [1.](#) Viper Investments, LLC does hereby request a rezoning application for Tax map Identification Number 64A6-A-26 and 64A6-A-26A. The property is currently zoned B-2 (Intense Business) and the proposed zoning is R-3 (General Residential) in order to allow the property to be properly maintained and provide needed housing opportunities.

Mayor's Comments

Scheduled Public Appearances

Alec Brebner, Executive Director, Central Virginia Planning District Commission.

Adoption of the Consent Agenda - August 8, 2022

All matters listed under consent agenda are considered routine by the council and will be approved or received by one motion in the form listed. Items may be removed from the consent agenda for discussion under the regular agenda upon motion of any council member and duly seconded.

- [2.](#) Approval of meeting minutes: May 9, 2022; May 24, 2022; June 13, 2022; June 28, 2022

Unfinished Business

New Business

3. Consideration of the rezoning application submitted by Viper Investments, LLC to rezone Tax Map Parcels 64A6-A-26 and 64A6-A-26A from B-2 to R-3.

4. Consideration of an out of town water connection at 3890 Pumping Station Road.
5. Consideration to declare surplus the Chevrolet Colorado - VIN # 1GCCS148X48148113.
- [6.](#) Consideration to amend the rate of a Residential Companion Water Meter for Irrigation Services.
7. Consideration to proceed with the LED streetlight replacement project, at a not to exceed cost of \$36,000.
- [8.](#) Consideration to adopt the Town of Appomattox USA Logo (attached) and register as a Trademark.

Council Standing Committee Reports

Citizen Comment

Town Manager's Report

Council Comment

Adjournment

File Attachments for Item:

1. Viper Investments, LLC does hereby request a rezoning application for Tax map Identification Number 64A6-A-26 and 64A6-A-26A. The property is currently zoned B-2 (Intense Business) and the proposed zoning is R-3 (General Residential) in order to allow the property to be properly maintained and provide needed housing opportunities.

TO THE CITIZENS OF APPOMATTOX COUNTY

PLEASE TAKE NOTICE that at its meeting to be held on Tuesday, August 2, 2022, at the hour of 6:00 p.m. in the Town Council Meeting Room, Appomattox Town Office, 210 Linden Street, Appomattox, Virginia, the Appomattox Town Planning Commission will conduct a public hearing to consider the following petition:

Property Owner: Historical Properties LLC/Jeffrey T. Carwile
Applicant Name: Viper Investments, LLC
Authorized Agent: Steven T. Conner

Viper Investments, LLC does hereby request a rezoning application for Tax map Identification Number 64A6-A-26 and 64A6-A-26A. The property is currently zoned B-2 (Intense Business) and the proposed zoning is R-3 (General Residential) in order to allow the property to be properly maintained and provide needed housing opportunities.

The Planning Commission will make its recommendation with respect thereto to the Appomattox Town Council for its consideration at its meeting to be held on August 2, 2022.

PLEASE TAKE FURTHER NOTICE that at its meeting to be held on Monday, August 8, 2022, at the hour of 6:30 p.m. in the Town Council Meeting Room, Appomattox Town Office, 210 Linden Street, Appomattox, Virginia, the Appomattox Town Council will consider the recommendations of the Planning Commission with respect to the above rezoning request. The Town Council will have said tax parcels proposed to it for rezoning and hold a public hearing thereon, pursuant to the same statutory authority.

A copy of the petition is on file at the Appomattox Town Office, 210 Linden Street, Appomattox, Virginia. Any person needing special accommodations should contact the Town Office at 434-352-8268 no later than the close of business the day prior to the public hearing.

The public is invited to attend and make their views known.

File Attachments for Item:

2. Approval of meeting minutes: May 9, 2022; May 24, 2022; June 13, 2022; June 28, 2022

1 | **Appomattox Town Council**
Regular Council Meeting
May 9, 2022

The Appomattox Town Council held a Regular Council meeting on Monday, May 9, 2022 at 6:30 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Conner presiding.

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

Others: Donald Simpson, Sheriff; Jeff Elder, Facilities Director; Kim Ray, Town Treasurer; R. Terry McGhee, Town Manager and Roxanne W. Casto, Interim Town Manager/Clerk of Council.

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

Mr. McGhee led the prayer and Pledge of Allegiance to the Flag of the United States of America.

Mayor's Comments:

Welcomed the new Town Manager, R. Terry McGhee.

Scheduled Public Appearances:

Donald D. Simpson, Sheriff – Appomattox County appeared before Council to provide an update on various activities in the Town.

- One of the largest impacts on the Sheriff's Office is the mental health response and the amount of time a deputy is sitting with patients. The Governor of Virginia has appointed a new Director of the Department of Behavioral Health. The Sheriff is hopeful there will be changes soon.
- Speeding on Church Street continues to be a problem. VDOT is working on signage and his office is working on enforcement.
- The General Assembly changed the law regarding "squatted trucks," however loud trucks/exhausts are not as easily enforceable. The noise from the truck must reach a certain decibel level.
- Homelessness has increased in the past year. They are willing to take anyone to a location for housing assistance.
- The State Budget has yet to pass however, he is expecting a raise and bonus for deputies.

Council thanked Sheriff Simpson for the update.

Adoption of the Consent Agenda:

On a motion by Mr. Simpson, seconded by Mr. Garrett, Council voted to accept the consent agenda as presented for May 9, 2022. All members present voting aye. Motion carried 5-0.

Unfinished Business:

None

2 | **Appomattox Town Council**
Regular Council Meeting
May 9, 2022

New Business:

On a motion by Ms. Spiggle, seconded by Mrs. Puckette, Council voted to amend the signature cards at Farmers Bank of Appomattox and the Bank of the James for all accounts with the following authorized signers: Mayor, Richard C. Conner; Vice-Mayor, Timothy W. Garrett; Town Manager, R. Terry McGhee; Town Treasurer, Kimberley Ray. All members present voting aye. Motion carried 5-0.

Council Standing Committee Reports:

None

Citizen Comment:

None

Town Manager's Report:

Mr. McGhee provided to Council with road mapping ideas for moving forward with the train depot development.

Council Comment:

Mrs. Puckette – Based on the Sheriff's comments should be budget money for a review of the Town Code? Mrs. Casto explained there was funding in the budget as this is due to be awarded after July 1, 2022. The review will be a multi-year process.

Mr. Simpson – none

Mr. Garrett – none

Mr. Tilton – none

Ms. Spiggle – none

Adjournment:

On a motion by Ms. Spiggle, seconded by Mr. Garrett, Council voted to adjourn at 7:20 p.m. All members present voting aye. Motion carried 5-0.

Roxanne W. Casto, MMC
Clerk

Richard C. Conner
Mayor

1 | **Appomattox Town Council**
Workshop Meeting
May 24, 2022

The Appomattox Town Council met for Public Hearing and Workshop meeting on Tuesday, May 24, 2022 at 6:30 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Conner presiding.

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

Absent: James J. Boyce, Sr.

Others: Jamie Gillespie, Jonathon Garrett, Sharon Walker, Jeff Elder, Facilities Director; Kim Ray, Town Treasurer; R. Terry McGhee, Town Manager and Roxanne W. Casto, Clerk of Council.

Mayor Conner called the meeting to order.

Public Hearing:

Mayor Conner opened the public hearing by stating the purpose:

The Appomattox Town Council will hold a public hearing on Tuesday, May 24, 2022 at 6:30 p.m. at the Appomattox Municipal Building, 210 Linden Street. The purpose of this public hearing will be to receive public comments concerning the following:

Proposed 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 proposed by the Town of Appomattox for FY 2023:

GENERAL FUND EXPENDITURES	\$2,894,409.00
WATER FUND EXPENDITURES	\$2,965,297.00
SEWER FUND EXPENDITURES	\$2,862,145.00
TOTAL EXPENDITURES	\$8,721,851.00
GENERAL FUND REVENUE	\$2,894,409.00
WATER FUND REVENUE	\$2,965,297.00
SEWER FUND REVENUE	\$2,862,145.00
TOTAL REVENUE	\$8,721,851.00

Documentation is available during regular business hours in the Appomattox Town Office, 210 Linden Street, Appomattox, Virginia. A copy is also available on the Town of Appomattox website, www.townofappomattox.com.

The public and all interested parties are invited to attend this public hearing to make their views known on the proposed FY 2023 Budget for the Town of Appomattox. Any person needing special accommodations should contact the Town Office no later than the close of business on the day of the hearing at 434-352-8268.

2 | **Appomattox Town Council
Workshop Meeting
May 24, 2022**

Staff presentations – none

Public comments – none

Council discussion – The proposed FY 2023 Budget for the Town of Appomattox will be moved to the June 13, 2022 Regular agenda for consideration.

Mayor Conner closed the public hearing.

Closed Session:

On a motion by Ms. Spiggle, seconded by Mr. Garrett, Council voted to convene in Closed Session pursuant to §2.2-3711(A) 5 of the Code of Virginia, 1950, as amended, for the purpose of discussion concerning a prospective business or industry or the existing business or industry where no previous announcement has been made of the business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, specifically Business H.

Roll call vote: Tilton – yes, Boyce – yes, Garrett – yes, Puckette – yes, Spiggle – yes. Simpson – absent. Motion carried 5-0.

The meeting was re-opened to the public.

Council Member Boyce 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 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.

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

Roll call vote: Tilton – yes, Boyce – yes, Garrett – yes, Puckette – yes, Spiggle – yes. Simpson – absent. Motion carried 5-0.

Discussion Items:

Jonathan Garrett, Chief, Appomattox Volunteer Fire Department appeared before Council to request a waiver of food truck permit fees and Meals Tax by said food trucks for the July 2, 2022 fireworks event and September 10th event at the Courtland Festival Park.

3 | **Appomattox Town Council**
Workshop Meeting
May 24, 2022

On a motion by Ms. Spiggle, seconded by Mr. Boyce, Council voted to waive the permit fees and meals tax associated with the July 2, 2022 and September 10, 2022 events benefitting the Appomattox Volunteer Fire Department.

Vote aye – Tilton, Boyce, Spiggle, Puckette.

Abstaining – Garrett – citing he is an officer with the AVFD.

Absent – Simpson.

Motion carried 4-0-1.

Council requested the Clerk discuss with Mikula Harris adding the “Town of” to the logo and then request the Town Attorney to research trademarking for each logo.

On a motion by Mr. Boyce, seconded by Mrs. Puckette, Council voted to write off the following amounts which have reached the statute of limitations for collection; 2010 delinquent Real Estate tax \$192.10; 2016 delinquent Personal Property tax \$4,679.36; 2018 delinquent Utility accounts \$2,494.86 and miscellaneous invoices for \$100.00. All members presenting voting aye. Motion carried 5-0.

Standing Committee Reports:

None

Council Comment:

Ms. Spiggle – seconded Mr. Boyce’s comment.

Mr. Garrett – none

Mrs. Puckette – Appreciates all the work by staff concerning the trouble at the parks lately.

Mr. Boyce – Thanked staff for all you are doing.

Mr. Tilton - none

Mayor Conner – Also appreciates all the staff.

Staff Reports:

Mr. Elder – none

Mrs. Ray, Town Treasurer presented the financial report as of April 30, 2022. She also noted that the water fund is currently paying for the materials only portion of the Church Street waterline project. Staff is investigating the possibility of paperless billing.

Mrs. Casto - none

Mr. McGhee, Town Manager reported on the VDOT Smart Scale lighting project on Old Courthouse Road. The train depot proposals have been received but not reviewed by staff. He attended a meeting of the Appomattox Downtown Revitalization project. The owner of the former Thomasville plant/property has hired a new property maintenance company. Mr. Fowler is drafting a proposed ordinance for signs in Public Use spaces. He also met with the Appomattox County Public Schools Superintendent.

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Workshop Meeting
May 24, 2022

Adjournment:

On a motion by Councilmember Garrett, seconded by Councilmember Puckette, Council voted to adjourn at 7:20 p.m. All members present voting aye. Motion carried 5-0.

Roxanne W. Casto, MMC
Clerk

Richard C. Conner
Mayor

1 | **Appomattox Town Council**
Regular Council Meeting
June 13, 2022

The Appomattox Town Council held a Regular Council meeting on Monday, June 13, 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, Nathan A. Simpson (via phone), Mary Lou G. Spiggle, Aaron M. Tilton.

Others: Drew and Tiffany Dearing, Carlton Duck, Rob Fowler, Zoning Administrator; Jeff Elder, Facilities Director; Kim Ray, Town Treasurer; R. Terry McGhee, Town Manager and Roxanne W. Casto, Clerk of Council.

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

Rev. Carlton Duck led the prayer and Pledge of Allegiance to the Flag of the United States of America.

Mayor's Comments:

Summertime has come in with a vengeance. Congratulations to the Appomattox County High School softball and baseball teams on winning the 2C State Championship over the weekend.

Public Hearing:

Mayor Conner opened the public hearing and stated the purpose:

The Appomattox Town Council will consider the recommendations of the Planning Commission with respect to the above-described AN ORDINANCE TO REVISE Chapter 117 of the Code of the Town of Appomattox, Chapter 117, Section 117-29 thereof, entitled "Standards for Residential Chicken Keeping". The Town Council will have said ordinance proposed to it for passage and will hold a public hearing thereon, pursuant to the same statutory authority.

The entire text of the above-noted revision is on file in the Town Office, 210 Linden Street, Appomattox, Virginia, and can be examined there between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday.

Mr. Fowler, Zoning Administrator explained the purpose of the proposed change to remove "The property shall be 30,000 square feet or greater in size". Rarely will residential property owners in the Town have this minimum amount of property. The 30,000 square foot requirement makes it difficult for most residential property to have chickens. It is likely when Council adopted the ordinance originally this square footage requirement was overlooked. This amendment will "clean up" the ordinance.

There were no public comments.

Mayor Conner closed the hearing.

Scheduled Public Appearances:

Robin Synder will be present at the June 28, 2022 Workshop meeting.

Carver Price withdrew their request at this time.

Adoption of the Consent Agenda:

On a motion by Mr. Garrett, seconded by Mrs. Puckette, Council voted to accept the consent agenda as presented for June 13, 2022. All members present voting aye. Motion carried 6-0.

Unfinished Business:

None

New Business

On a motion by Mr. Garrett, seconded by Ms. Spiggle, Council voted to adopt An Appropriations Resolution of the Appomattox Town Council adopting the Fiscal Year 2022-2023 Budget for the Town of Appomattox:

**AN APPROPRIATIONS RESOLUTION OF THE APPOMATTOX TOWN COUNCIL
ADOPTING THE FISCAL YEAR 2022-2023 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 2022-2023 Budget was published on May 4, 2022 and May 11, 2022 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 24, 2022;

SECTION III:

NOW, THEREFORE, BE IT RESOLVED, that the Appomattox Town Council meeting in a Regular Council Meeting on Monday, June 13, 2022, does hereby approve the following General Fund Expenditures by Category for Fiscal Year 2022-2023;

GENERAL FUND; EXPENDITURES BY CATEGORY:

Council	60,915.
Administrative Department	580,880.
Professional	150,000.
Police Department	125,775.
Tourism Department	80,060.
Fire Department	46,000.
Public Works Department	1,037,929.

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June 13, 2022

Sanitation Department	150,000.
Property Maintenance & Construction	508,700.
Town Shop	36,800.
Donation/Contributions	25,000.
Zoning	57,850.
Town Office	34,500.
TOTAL GENERAL FUND EXPENSES	2,894,409.

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 sitused within the Town commencing January 1, 2022, 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 56.25% tax relief;
- Personal use vehicles valued at \$20,001 or more shall only receive 56.25% 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 2022-2023;

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.
Cigarette Tax	140,000.
Meals Tax	1,200,000.
Lodging Tax	65,000.
Franchise Tax	500.
Consumption Tax	6,000.

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Regular Council Meeting
June 13, 2022

Vehicle License Tax	25,000.
Business License	200,000.
Communications Tax	3,500.
Zoning	1,000.
Interest	10,000.
Rental of Misc. Property	6,000.
Rolling Stock Tax	3,000.
Sales Tax	80,000.
Aid to Police Department (HB599)	46,000.
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	390,000.
Other Reimbursable	500.
Transfer from Reserve	217,102.
TOTAL GENERAL FUND REVENUES	2,894,409.

SECTION VI:

BE IT FURTHER RESOLVED, that the Appomattox Town Council does hereby approve the following Water Fund Expenditures for Fiscal Year 2022-2023;

WATER FUND; EXPENDITURES BY CATEGORY:

Water Department	2,965,297.
TOTAL WATER EXPENDITURES	2,965,297.

SECTION VII:

BE IT FURTHER RESOLVED, that the Appomattox Town Council does hereby approve the following Water Fund Revenue estimates for Fiscal Year 2022-2023;

WATER FUND; REVENUES BY CATEGORY:

Water Sales	370,000.
Connection Fees	7,500.
Penalty Fees	15,000.
Availability Fees	10,000.
Reconnect Fees	0.
Miscellaneous	500.
Interest	4,000.
Rental of Misc. Property	35,000.
Intergovernmental Revenue	35,000.
Use of Fund Balance	193,297.

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Regular Council Meeting
June 13, 2022

Church Street Waterline Grant – DHCD	670,000.
Church Street Grant Proceeds – Rural Dev.	1,125,000.
Church Street Loan Proceeds – Rural Dev.	500,000.
TOTAL WATER REVENUES	2,965,297.

SECTION VIII:

BE IT FURTHER RESOLVED, that the Appomattox Town Council does hereby approve the following Sewer Fund Expenditures for Fiscal Year 2022-2023;

SEWER FUND; EXPENDITURES BY CATEGORY:

Sewer Department	2,862,145.
TOTAL SEWER EXPENDITURES	2,862,145.

SECTION IX:

BE IT FURTHER RESOLVED, that the Appomattox Town Council does hereby approve the following Sewer Fund Revenue estimates for the Fiscal Year 2022-2023;

SEWER FUND; REVENUES BY CATEGORY:

Sewer Sales	870,000.
Connection Fees	2,500.
Availability Fees	7,500.
Park Service Maintenance	20,000.
Interest	5,000.
Intergovernmental Revenue	2,500.
Use of Beginning Balance	285,618.
USDA Grant Proceeds 1	1,669,027.
TOTAL SEWER REVENUES	2,862,145.

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 2022-2023 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 2022-2023 is hereby adopted, effective July 1, 2022 and the monies necessary

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Regular Council Meeting
June 13, 2022

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 13th day of June, 2022.

Attest:

Roxanne W. Casto, Town Clerk

Richard C. Conner, Mayor

ROLL CALL VOTE: Tilton – yes, Boyce – yes, Spiggle – yes, Garrett – yes, Simpson – yes, Puckette – yes. Motion carried 6-0.

On a motion by Mr. Boyce, seconded by Mr. Garrett, Council voted to adopt an Ordinance to Revise Chapter, Section 117-29 of the Appomattox Town Code, thereof, entitled “Standards for Residential Chicken Keeping”. All members present voting aye. Motion carried 6-0.

Request for parking on Court Street:

Mrs. Casto provided an updated - Virginia Department of Transportation (VDOT) in Appomattox encourages the Town Council, if you desire, to make a request for parking along Court Street and he will send the request to the traffic and engineering department in Lynchburg. The request will be studied and if the width allows VDOT will mark the lines parallel to the sidewalks and designate the “No Parking Here to the Corner” locations. The Town will be responsible for placing the horizontal lines for each parking space.

Council tabled this item until Mr. Elder could study the options of the Town performing these services and for Mrs. Casto to determine if the Town can hold a public hearing on the matter to determine the interest of all citizens.

Request for a Resolution of Support:

Mr. John Redding, President of the Appomattox Chamber of Commerce requested the Appomattox Town Council adopt a statement of support for their production of the 2022-2023 edition of the Appomattox Magazine.

After much discussion, Council recommended sending the Chamber a letter explaining the Town is not in the business of endorsing other entities to make money.

Council Standing Committee Reports:

Finance & Planning – Mrs. Puckette reported the FY 2022-2023 Budget was adopted by the Town Council tonight.

Physical Development Committee – no report.

Citizen Comment:

None

Town Manager's Report:

Mr. McGhee reported on the following items:

- The economic development prospects are on course.
- The train depot – request for proposals for engineering/project management services was awarded to Dominion Seven Architects.
- Responded to a citizen request concerning buzzards.
- Currently reviewing and analyzing operating expenses.
- Will be presenting a new calendar system over the next few months.

Council Comment:

Mrs. Puckette – none

Mr. Simpson – from Texas it is 97 degrees

Mr. Garrett – none

Mr. Boyce – none

Mr. Tilton – none

Ms. Spiggle – none

Closed Session:

On a motion by Mrs. Puckette, seconded by Mr. Tilton, 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 discussing performance of specific public employees, being a total of 26 employees.

Vote: Tilton – yes, Boyce – yes, Spiggle – yes, Garrett – yes, Simpson – yes, Puckette – yes.

Motion carried 6-0.

The meeting was reopened to the public.

Closed Session Certification:

Council Member Ms. 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;

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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Regular Council Meeting
June 13, 2022

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

Vote: Tilton – yes, Boyce – yes, Spiggle – yes, Garrett – yes, Simpson – yes, Puckette – yes.
Motion carried 6-0.

On a motion by Mrs. Puckette, seconded by Mr. Garrett, Council voted to send a letter to each Town employee thanking them during these tough economic times and hoping the 2% cost of living increase will improve the situation for everyone. All members present voting aye. Motion carried 6-0.

Adjournment:

On a motion by Mr. Garrett, seconded by Mr. Boyce, Council voted to adjourn at 7:40 p.m. All members present voting aye. Motion carried 6-0.

Roxanne W. Casto, MMC
Clerk

Richard C. Conner
Mayor

1 | **Appomattox Town Council
Workshop Meeting
June 28, 2022**

The Appomattox Town Council met for Public Hearing and Workshop meeting on Tuesday, June 28, 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, Nathan A. Simpson, Mary Lou G. Spiggle, and Aaron M. Tilton.

Others: Robin Snyder, Sharon Walker, Jeff Elder, Facilities Director; Kim Ray, Town Treasurer; R. Terry McGhee, Town Manager and Roxanne W. Casto, Clerk of Council.

Mayor Conner called the meeting to order.

Public Hearing:

Mayor Conner opened the public hearing and stated the purpose:

The Appomattox Town Council will hold a public hearing on Tuesday, June 28, 2022 at 6:30 p.m. at the Appomattox Municipal Building, Council Chambers, 210 Linden Street, Appomattox, Virginia.

Amendment to the FY 2022 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 2022:

General Fund Expenditures Amendments	25,800.00
Water Fund Expenditures Amendments	5,361.00
Sewer Fund Expenditures Amendments	7,335.00
Total Expenditures Amendments	38,496.00
General Fund Revenue Amendments	25,800.00
Water Fund Revenue Amendments	5,361.00
Sewer Fund Revenue Amendments	7,335.00
Total Revenue Amendments	38,496.00

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.

Staff presentations – Mrs. Ray, Treasurer explained the purpose of the amendment.

Public comments – none

Mayor Conner closed the public hearing.

Appearances:

Robin Snyder, Superintendent, Appomattox Court House National Park appeared before Council to provide an update on the sewer system replacement project being nearly complete. She also thanked them for the professional and personal support of her since returning to Appomattox in

2015. She will be leaving soon for a position at the Cape Hatteras National Park Service in North Carolina.

Council thanked Robin for all she has done during her time at the park, stating she will be missed.

Discussion Items:

On a motion by Mr. Garrett, seconded by Ms. Spiggle, Council voted to adopt the following resolution:

1. Consideration to adopt a resolution amending the FY 2022 Operating Budget for the General Fund, Water Fund, and Sewer Fund for an increase received from the Virginia Department of Fire Programs, Litter Grant from Appomattox County, balance to BB&T settlement, increased cost of financial analysis report, trash can refund, DHCD Utility Grant proceeds.
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 2022 Operating Budget for the General Fund, Water Fund, and Sewer Fund.

General Fund Expenditures

10-4100-9030	BB&T Settlement	\$	2,065.00
10-4200-7410	Audit/Accounting	\$	15,939.00
10-4600-9060	Fire Programs	\$	5,000.00
10-4800-6201	Trash can refund	\$	1,400.00
10-4800-6300	Litter Grant	\$	<u>1,396.00</u>
Net Increase in Budget		\$	<u>25,800.00</u>

General Fund Revenues

10-3605-0000	Fire Programs	\$	5,000.00
10-3610-0000	Trash Cans	\$	1,200.00
10-3811-0000	Litter Grant	\$	1,396.00
10-3901-0000	Use of Undesignated Reserve	\$	<u>18,204.00</u>
Net Increase in Budget		\$	<u>25,800.00</u>

Water Fund Expenditures

30-6000-6150	DHCD Utility Grant Proceeds	\$	<u>5,361.00</u>
Net Increase in Budget		\$	<u>5,361.00</u>

Water Fund Revenues

30-3802-0000	DHCD Utility Grant Proceeds	\$	<u>5,361.00</u>
Net Increase in Budget		\$	<u>5,361.00</u>

Sewer Fund Expenditures

31-7000-6159	DHCD Utility Grant Proceeds	\$	7,335.00
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3 | **Appomattox Town Council
Workshop Meeting
June 28, 2022**

Net Increase in Budget	\$	<u>7,335.00</u>
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Sewer Fund Revenues

31-7000-6159 DHCD Utility Grant Proceeds	\$	<u>7,335.00</u>
Net Increase in Budget	\$	<u>7,335.00</u>

SECTION XIII: BE IT FURTHER RESOLVED, by the Town Council of Appomattox, Virginia that the Fiscal Year 2022 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 _____ 2022.

Attest:

Roxanne Casto, Town Clerk

Roll Call Vote: Boyce – yes, Garrett – yes, Puckette – yes, Simpson – yes, Spiggle – yes, Tilton – yes. Motion carried 6-0.

On a motion by Mr. Simpson, seconded by Mr. Tilton, Council voted to terminate the Water Tank Maintenance Contracts for 1187 Patricia Anne Lane and 899 Tower Hill Road and authorized three (3) council members – Mrs. Puckette, Ms. Spiggle, and Mr. Garrett to sign the letters. All members present voting aye. Motion carried 6-0.

Standing Committee Reports:

None

Council Comment:

Mrs. Puckette – none

Mr. Tilton – none

Mr. Simpson received an email from Mrs. Abbitt concerning a sign on Court Street and Main Street being a violation of the sign ordinance. Mr. Simpson would like to have the Town Attorney review/research if the Town can suspend/revoke a business license or what language could be added to the Town Code to enable Council to suspend/revoke a Business License. Lastly, Mr. Simpson has been approached by a resident who would like to build a separate structure and rent it out in the R-2 zone as an Airbnb.

Mr. Boyce is concerned of setting a precedence of signage on Town property.

Mr. Simpson may add the item to the July 11 agenda. Can the Town check the corner lot boundaries for political signs being posted?

Mr. Garrett reminded everyone of the July 2 fireworks near the Appomattox County High School. The Appomattox Volunteer Fire Department will be having a fireman's competition and Liberty Baptist Church is hosting a BMX demonstration.

Ms. Spiggle said she had the same reminder of those events.

Mr. Boyce freedom is not free. Encourages the support of veterans and for those that did not come back.

Mayor Conner hopes everyone has a safe and prosperous 4th of July. Encourages the community to be safe.

Staff Reports:

Mr. Elder – provided a Power Point presentation of photographs of the current updates at the Trickling Filter Plant. Council thanked Jeff for the information.

Mrs. Ray, Town Treasurer presented the financial report as of May 31, 2022. The Trickling Filter Plant while it is nearly complete it is "still on the paperwork." Upcoming projects include:

- Only July 1, 2022 the Town will implement the final rate increase identified.
- A paperless billing option may be available with the August billing.
- Tax preparation has begun for the 2022 Real Estate and Personal Property taxes.
- Staff will begin working with firms on the June 30, 2022 audit for the Town.

Mr. Simpson inquired about funding options for future CIP projects. Should the Town consider a bond sale vs. traditional loans.

Mrs. Ray suggests asking Davenport for their advice.

Council gave consensus for Public Works to move forward with the engineering plans for Redfield Road and Lee Grant Avenue from ARPA funding.

Mr. McGhee, Town Manager updated the Town Council on the following items:

- Staff will be converting to a web-based calendar system near the end of July.
- Dominion Energy (Power) has identified 260 streetlights and 40 with LED lights. He will have more information next month.
- The tall grass has been mowed on Annie Street.
- The LED lights for Old Courthouse Road have been chosen.
- Three (3) business referrals have been received from Appomattox County.

5 | **Appomattox Town Council**
Workshop Meeting
June 28, 2022

Adjournment:

On a motion by Mr. Simpson, seconded by Mr. Simpson, Council voted to adjourn at 7:35 p.m.
All members present voting aye. Motion carried 6-0.

Roxanne W. Casto, MMC
Clerk

Richard C. Conner
Mayor

File Attachments for Item:

6. Consideration to amend the rate of a Residential Companion Water Meter for Irrigation Services.

Residential Companion Water Meter for Irrigation Service - \$700.00

Utilities - Residential Companion Meter for Irrigation Service

Town of Appomattox Utilities Department offers a residential companion meter to residents who have paid connection fees for a primary residential meter and would like a second meter to measure outside water use separately. No wastewater charges are applied to the residential companion meter, since outside water does not enter the sewer system. The residential companion meter for irrigation is available at a cost of \$700 for standard ¾ inch meter. It is not available for commercial use or entrances to subdivisions and their common areas.

How can I get a residential companion meter for an irrigation system?

To receive a residential companion meter, obtain a county plumbing permit specifically for a residential companion meter for irrigation service. The plumbing permit must include the installation of the backflow device for a residential companion meter. Plumbing permits can be obtained at the Appomattox County Department of Building Inspection, 153-A Morton Lane, Appomattox, Virginia.

Once the plumbing permit is obtained, contact the Town of Appomattox Utilities Department for a water connection application, located at 210 Linden Street, Appomattox, Virginia. The Utilities Department can be reached at 434-352-8268.

When and where will it be installed?

Town of Appomattox Utilities Department usually can install the residential companion irrigation meter within 14 calendar days after receiving an application, plumbing permit, and a connection fee of \$700. Town of Appomattox Utilities Department will choose the exact location of the residential companion meter that is installed near the domestic meter.

What inspections are required after the work is complete?

After the residential companion meter is installed, it is the customer's responsibility to connect the irrigation piping to the companion meter. The customer may install his or her own irrigation system or contract the work to a plumber or irrigation contractor. The installation of all irrigation lines must meet the town's plumbing requirements at all times. All irrigation systems must include the installation of a backflow preventer between the residential companion meter and the irrigation system. When all work is completed, the customer must contact Appomattox County Building Inspections at 434-352-2637 for a final inspection of the installation and the backflow preventer. The backflow preventer must be tested within 30 days of the final inspection and annually thereafter by a "backflow prevention device technician" as certified by the Virginia Department of Professional and Occupational Regulations. The Town of Appomattox does not perform testing on these private backflow-prevention devices, set testing rates, or collect any revenue from these tests.

Why do I need a backflow preventer if I use a companion meter with an irrigation system, and how do I file the test results?

Backflow preventers play an important role in protecting drinking-water supplies, and the testing is required by the Virginia Department of Health. Test results must be returned to Town of Appomattox Utilities Department, P.O. Box 705, Appomattox, VA 24522. The Backflow Prevention Assembly Test Report can be found online at www.townofappomattox.com under Cross-Connection Control and Backflow Prevention Program. Call 434-352-8268 for more information.

How will I be billed?

After the residential companion meter is installed, the irrigation information, including meter number, billing period and usage, will be included as a separate utility account. The account will be for water-only and will not include a sewer portion. will be itemized on your next bill. Domestic water meter usage is categorized as water service, and residential companion meter usage is categorized as irrigation service. Both service charges are shown as line items in the transaction description and are included in the balance due.

File Attachments for Item:

8. Consideration to adopt the Town of Appomattox USA Logo (attached) and register as a Trademark.

