



Appomattox Regular Meeting Agenda

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

Monday, February 07, 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

Mayor's Comments

Scheduled Public Appearances

1. Court Street parking request - Mr. Lawson and Mr. Scott

Adoption of the Consent Agenda - February 7, 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.

1. Minutes:

January 10, 2022

January 25, 2022

Unfinished Business - None

New Business - None

Council Standing Committee Reports

Citizen Comment

Town Manager's Report

Council Comment

Closed Session

Closed Session for the purpose of discussion of prospective candidates for employment, specifically being applicants for the position of Town Manager, pursuant to Section 2.2-3711 (A) 1 of the Code of Virginia.

Certification of Closed Session

Action from Closed Session (if any)

Adjournment

File Attachments for Item:

1. Minutes:

January 10, 2022

January 25, 2022

1 | **Appomattox Town Council**
Regular Council Meeting
January 10, 2022

The Appomattox Town Council held a Regular Council meeting on Monday, January 10, 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, Aaron M. Tilton.

Others: Carlton Duck, Drew Dearing, Alive Media TV; Charles Conrad, Times Virginian; Frank A. Wright, Jr., Town Attorney; 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.

Mayor Conner opened the public hearing.

The purpose of this public hearing was to receive public comments concerning the following: **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	57,288.00
Water Fund Expenditures Amendments	6,100.00
Sewer Fund Expenditures Amendments	9,650.00
Total Expenditures Amendments	73,038.00
General Fund Revenue Amendments	57,288.00
Water Fund Revenue Amendments	6,100.00
Sewer Fund Revenue Amendments	9,650.00
Total Revenue Amendments	73,038.00

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 Roxanne W. Casto, Interim Town Manager at 434-352-8268.

Staff presentation: Mrs. Casto stated the amendment is to accommodate the cost of living and to alleviate any compression issues.

Questions from Council Members: None

Council discussion:

On a motion by Mr. Garrett, seconded by Ms. Spiggle, Council voted to place the matter on a future agenda for action. All members present voting aye. Motion carried 6-0.

Mayor Conner closed the public hearing.

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

Mayor's Comments:

Welcome everyone. The Governor is calling for a 30-day extension to the emergency order for the Commonwealth. We will be adhering to the order. The Town has continued its operations despite the health of some in our community.

Scheduled Public Appearances - none

Adoption of the Consent Agenda:

On a motion by Mr. Boyce, seconded by Mr. Garrett, Council voted to adopt the consent agenda for Monday, January 10, 2022 as presented. All members present voting aye. Motion carried 6-0.

Unfinished Business – none

New Business:

On a motion by Ms. Spiggle, seconded by Mr. Garrett, Council voted to adopt a FY 2022 Budget Amendment Resolution 2022-002:

1. Consideration to adopt a resolution amending the FY 2022 Operating Budget for the General Fund, Water Fund, and Sewer Fund for funding of a 6% cost of living adjustment increase along with adjustments within the pay structure to alleviate compression for the remainder of FY 2022.
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

10-4100-1010	Administration Salaries	\$	17,550.00
10-4100-2010	FICA	\$	1,200.00
10-4100-2020	VRS	\$	750.00
10-4100-2040	Life Ins.	\$	200.00
10-4500-1010	Tourism Salaries	\$	1,463.00
10-4500-2010	FICA	\$	250.00
10-4700-1010	Public Works Salaries	\$	31,625.00
10-4700-2010	FICA	\$	2,250.00
10-4700-2020	VRS	\$	1,500.00

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10-4700-2040	Life Ins.	\$	<u>500.00</u>
Net Increase in Budget		\$	<u>57,288.00</u>

General Fund Revenues

Use of Undesignated Reserve	\$	<u>57,288.00</u>
Net Increase in Budget	\$	<u>57,288.00</u>

Water Fund Expenditures

30-6000-1010	Water Salaries	\$	5,200.00
30-6000-2010	FICA	\$	650.00
30-6000-2020	VRS	\$	200.00
30-6000-2040	Life Ins.	\$	<u>50.00</u>
Net Increase in Budget		\$	<u>6,100.00</u>

Water Fund Revenues

Use of Undesignated Reserve	\$	<u>6,100.00</u>
Net Increase in Budget	\$	<u>6,100.00</u>

Sewer Fund Expenditures

31-7000-1010	Sewer Salaries	\$	8,500.00
31-7000-2010	FICA	\$	900.00
31-7000-2020	VRS	\$	200.00
31-7000-2040	Life Ins.	\$	<u>50.00</u>
Net Increase in Budget		\$	<u>9,650.00</u>

Sewer Fund Revenues

Use of Undesignated Reserve	\$	<u>9,650.00</u>
Net Increase in Budget	\$	<u>9,650.00</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.

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On a motion by Ms. Spiggle, seconded by Mr. Garrett, Council voted to reappoint Linda Lipscomb to the Town of Appomattox Planning Commission, effective immediately with a term ending December 31, 2026. All members present voting aye. Motion carried 6-0.

On a motion by Mrs. Puckette, seconded by Mr. Garrett, Council voted to amend the Code of the Town of Appomattox, Chapter 190, thereof, entitled Water and Sewer, Article V – Wastewater Treatment, specifically 190-121 Restricted Discharges. All members present voting aye. Motion carried 6-0.

On a motion by Ms. Spiggle, seconded by Mr. Garrett, Council voted to amend the Code of the Town of Appomattox – Chapter 190, thereof, entitled Water and Sewer, Article V – Wastewater Treatment, specifically 190-122 Categorical Pretreatment Standards. All members present voting aye. Motion carried 6-0.

Council Standing Committee Reports:

Finance & Planning Committee - None
Physical Development Committee - None
ARPA Committee - None

Citizen Comment:

None

Town Manager's Report:

Mrs. Casto reported on the following item:

- The Town of Appomattox Economic Development Authority has a vacancy. The vacancy will be posted and applicants for consideration will be presented at the February 7, 2022 Council meeting.
- A Town vacancy still exists on the Board of Zoning Appeals. If you know of a Town resident willing to fulfill this vacancy, please let me know.
- Mayor Conner, Mrs. Puckette, Mr. Garrett, Ms. Spiggle, and I attended the dedication ceremony of Engine 1 by the Appomattox Volunteer Fire Department on Saturday, January 8, 2022.

Council Comment:

Tilton – None

Boyce – None

Garrett – Our thoughts and prayers are for Rev. Duck and his family over the next few weeks.

Spiggle – Agreed with Mr. Garrett.

Simpson – None

Puckette – None

Closed Session:

On a motion by Garrett, seconded by Puckette, Council voted to convene in Closed Session for consultation with legal counsel retained by the Town of Appomattox regarding specific legal matters requiring the provision of legal advice by such counsel, specifically involving legal issues relating to the hiring of a new Town Manager, pursuant to Section 2.2-3711 (A) 8 of the Code of Virginia.

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

The meeting as reopened to the public.

Closed Session Certification:

Council Member Spiggle 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.

The motion was seconded by Council Member Puckette 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.

Adjournment:

On a motion by Councilmember Garrett, seconded by Councilmember Spiggle, 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

1 | **Appomattox Town Council**
Workshop Meeting
January 25, 2022

The Appomattox Town Council held a Workshop meeting on Tuesday, January 25, 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, Aaron M. Tilton.

Others: Anthony Revelle and Brian Casto, Virginia Department of Transportation (VDOT), Sherry Nourse, Times Virginian; 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 – Mr. Anthony Revelle and Mr. Brian Casto of the Virginia Department of Transportation (VDOT) appeared before Council to present an update on the Old Courthouse Road Smart Scale project. Mr. Revelle provided an overview of the lanes of traffic, utilities including pole placement, streetlights, walking paths and maintenance plans of the path.

Town Council thanked Mr. Revelle and Mr. Casto for the update as they are very excited about the project.

Discussion Items:

On a motion by Mr. Simpson, seconded by Mr. Garrett, Council voted to amend the Town of Appomattox Garbage Policy to allow businesses two (2) 96-gallon carts at no charge effective April 1, 2022.

Vote: Boyce – no, Garrett – yes, Puckette – yes, Simpson – yes, Spiggle – yes, Tilton – yes.
Motion carried 5-1.

On a motion by Mr. Simpson, seconded by Ms. Spiggle, Council voted to approve American Rescue Plant Act (ARPA) funding to replace the water line on Lilac Lane not to exceed a cost of \$10,500.00

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

Council Comment:

Puckette – Mrs. Puckette has been reviewing the guidance for the American Rescue Plan Act (ARPA) funding and it looks like it will be best used for water and sewer projects. Mr. Garrett and Mrs. Puckette will review the list of projects presented by Mr. Elder.

Simpson – None

Garrett – Please continue to pray for Rev. Duck as his surgery has been rescheduled for February 9, 2022.

Spiggle – Shared the same concern as Mr. Garrett.

Boyce – There is no need to rush the hiring process of the next Town Manager.

Tilton – None

Council Standing Committee Reports:

Finance and Planning Committee – none

Physical Development Committee – Is excited about the Smart Scale project on Old Courthouse Road moving forward.

American Rescue Plan Act (ARPA) Committee – Mr. Garrett and Mrs. Puckette will be meeting soon.

Staff Reports:

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

- CHA Engineering is not recommending increasing capacity at the Water Reclamation Facility (SBR plant) due to the new rules enacted by the Department of Environmental Quality (DEQ). However, Mr. Elder would like to start an Inflow and Infiltration (I&I) study on the other side of Town (North side). The Trickling Filter Plant side of Town has seen a reduction of flow by 75% since the I&I correction project.
- Church Street Sidewalk – VDOT answered all the Town’s questions and now has a few questions for the Town. The Town is preparing a response.
- USDA Sewer Project – I&I Project: Mr. Garrett inquired about the punch list for the project. Mr. Elder responded that the Town has given the contractor two (2) weeks to complete the punch list.
- The pump station at the Trickling Filter Plant is expected to be online by early spring.

Mrs. Ray, Town Treasurer presented the financial report as of December 31, 2021. Mr. Boyce asked how many utility customers on average are affected by the minimum bill amount without using the minimum 2000 gallons of water and sewer. Staff will research this question.

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

- Board of Zoning Appeals
A vacancy remains on the Board of Zoning Appeals. The vacancy can be filled by an elected official (Mayor or Council Member) or a resident of the Town of Appomattox. The Town Council can submit a name to Appomattox County and the Circuit Court of Appomattox will appoint the individual.
- Town Economic Development Authority
The vacancy on the Town of Appomattox Economic Development Authority was advertised in the Times Virginian newspaper and posted on the Town’s website. If you know of a Town or County resident with an interest in serving encourage them to call our office for an application. The deadline for applications is Tuesday, February 1, 2022 by

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4:30 p.m. in hopes of having someone for the Council to appoint at the February 7, 2022 Regular Council meeting.

➤ Grants

The project management team of the Appomattox Downtown Revitalization Grant is tomorrow, Wednesday, January 26, 2022 at 5:30 p.m. – here at the Town Hall. David Mikula with Mikula I Harris will be presenting the preliminary finds of the Branding and Marketing Study. He will be presenting the final report at a future Council meeting.

All façade contracts are fully executed. Construction on the final two (2) properties should begin in the next couple of months.

The Town has received the easements for the streetscaping portion of the project. I will be working with property owners to have those fully executed.

➤ Tree City USA

The Virginia Department of Forestry has approved the 2021 Tree City USA application for 2021, at the state level. Final approval by the Arbor Day Foundation is expected in early February.

➤ Virginia Municipal League

The 2022 Virginia Municipal League Legislative Program has been provided to you along with information for Local Government Day, which is planned for Thursday, February 3, 2022 from noon – 7 p.m. in Richmond, Virginia. If you would like to attend, please let me know and I can send in your registration, etc.

Closed Session:

On a motion by Garrett, seconded by Puckette, Council voted to convene in Closed Session the purpose of discussion of prospective candidates for employment, specifically being applicants for the position of Town Manager, pursuant to Section 2.2-3711 (A) 1 of the Code of Virginia.

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

The meeting as reopened to the public.

Certification of Closed Session:

Council Member Spiggle made the following motion:

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Workshop Meeting
January 25, 2022

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 Tilton 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.

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 Spiggle, Council voted to adjourn at 8:45 p.m. All members present voting aye. Motion carried 6-0.

Roxanne W. Casto, MMC
Clerk

Richard C. Conner
Mayor