



# **Appomattox Regular Council Meeting Agenda**

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

---

**Monday, February 08, 2021**

## **7:30 PM – Regular Council 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. The purpose of this public hearing will be to receive public comments concerning the following:

1. Amendment to the FY 2021 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 2021:

General Fund Expenditures Amendments	37,309.75
Water Fund Expenditures Amendments	3,083.00
Sewer Fund Expenditures Amendments	290,628.00
Total Expenditures Amendments	331,020.75

General Fund Revenue Amendments	37,309.75
Water Fund Revenue Amendments	3,083.00
Sewer Fund Revenue Amendments	290,628.00
Total Revenue Amendments	331,020.75

Documentation is available at the Town Office on Linden Street from 8:30 a.m. until 4:30 p.m., Monday through Friday. If there are any questions, please contact Gary Shanaberger, Town Manager at 434-352-8268.

### **Closed Session**

Closed Session pursuant to Section 2.2-3711 (A) 8 of the Code of Virginia, as amended, for the purpose of consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel; specifically to discuss an application received for a water connection beyond the corporate limits of the Town of Appomattox. Nothing in this subdivision shall be construed to permit the closure of a meeting because an attorney representing the public body is in attendance or is consulted on a matter.

## **Closed Session Certification**

## **Mayor's Comments**

## **Scheduled Public Appearances**

1. Kelly Hitchcock, Central Virginia Planning District Commission

## **Adoption of the Consent Agenda - February 8, 2021**

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 minutes

## **Unfinished Business**

## **New Business**

- [3.](#) Consideration to Adopt an Appropriations Resolution for an Amendment to the Fiscal Year 2020-2021 Budget for the Town of Appomattox.
- [4.](#) Consideration to adopt a Resolution of the Town of Appomattox Authorizing the Adoption of the Central Virginia Planning District Commission Hazard Mitigation Plan - 2020 Update.

## **Council Standing Committee Reports**

## **Citizen Comment**

## **Town Manager's Report**

## **Council Comment**

## Adjournment

**File Attachments for Item:**

1. The purpose of this public hearing will be to receive public comments concerning the following:1. Amendment to the FY 2021 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 2021:

General Fund Expenditures Amendments	37,309.75	Water Fund Expenditures Amendments	3,083.00	Sewer Fund Expenditures Amendments	290,628.00	Total Expenditures Amendments	331,020.75
General Fund Revenue Amendments	37,309.75	Water Fund Revenue Amendments	3,083.00	Sewer Fund Revenue Amendments	290,628.00	Total Revenue Amendments	331,020.75

Documentation is available at the Town Office on Linden Street from 8:30 a.m. until 4:30 p.m., Monday through Friday. If there are any questions, please contact Gary Shanaberger, Town Manager at 434-352-8268.

## **PUBLIC NOTICE OF A PUBLIC HEARING**

The Appomattox Town Council will hold a public hearing on Monday, February 8, 2021 at 7:30 p.m. at the Appomattox Town Office on 210 Linden Street, Appomattox, Virginia.

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

1. **Amendment to the FY 2021 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 2021:

General Fund Expenditures Amendments	37,309.75
Water Fund Expenditures Amendments	3,083.00
Sewer Fund Expenditures Amendments	290,628.00
<b>Total Expenditures Amendments</b>	<b>331,020.75</b>

General Fund Revenue Amendments	37,309.75
Water Fund Revenue Amendments	3,083.00
Sewer Fund Revenue Amendments	290,628.00
<b>Total Revenue Amendments</b>	<b>331,020.75</b>

Documentation is available at the Town Office on Linden Street from 8:30 a.m. until 4:30 p.m., Monday through Friday. If there are any questions, please contact Gary Shanaberger, Town Manager at 434-352-8268.

**File Attachments for Item:**

2. 1. Kelly Hitchcock, Central Virginia Planning District Commission

## Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update Plan Adoption Consideration

The Disaster Mitigation Act of 2000 requires local governments, as a condition for eligibility to receive federal mitigation funds, establish a plan to identify hazard risk, vulnerabilities, and strategies. The Central Virginia Planning District Commission (CVPDC), in partnership its member localities, state and local agencies, and public stakeholders, has completed the regional pre-disaster plan or Hazard Mitigation Plan (HMP).

The ***Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update*** (CVPDC HMP 2020) identifies hazards, such as flooding, severe weather and wildfires, area vulnerabilities, establishes goals and objectives, and presents regional and locality-specific strategies, or potential actions, to lessen the overall impact from natural disasters to households, businesses and property.

The *CVPDC HMP 2020* was developed through a comprehensive public outreach process and through the leadership and guidance by the HMP Technical Advisory Committee (TAC), comprised of local, state, and regional governmental staff, business, non-profit, and local citizen stakeholders. Appomattox was represented throughout the Plan development of the TAC by Gary Shanaberger and Jeff Elder from the Town, and Johnnie Roark and Bobby Wingfield, from the County. Additional Appomattox County staff and agency representatives were directly involved in contributing to the development of regional plan and Altavista Town HMP Mitigation Strategies.

The ***CVPDC HMP 2020*** can be accessed on the CVPDC Hazard Mitigation Plan website, [www.cvhmp.org](http://www.cvhmp.org). In addition to providing access to the full Plan, the interactive website provides access to vulnerability, risk, and historic data interactive maps, and to the regional and individual CVPDC-locality identified mitigation strategies.

### Reviewing the Document

The *CVPDC HMP 2020* is a comprehensive regional document. As such, contains considerable information and is quite large. The pre-hazard mitigation plan website provides the ability to review Chapters and sections individually. The following is provided to assist reviewing the document:

- CVPDC HMP 2020 Plan website: [www.cvhmp.org](http://www.cvhmp.org):
- Full plan and individual chapters: <http://www.cvhmp.org/cvpdc/resources/documents/#plan>
- Executive Summary: <http://www.cvhmp.org/static/files/0-summary-cvpdc-hmp-2020.pdf>
- Mitigation Strategies: <http://www.cvhmp.org/cvpdc/mitigation/>  
Use the Jurisdiction-Specific Mitigation Actions section of this page to see Appomattox Town's, the CVPDC regional, or other individual locality mitigation strategies.

### Appomattox Council Adoption Consideration Approval

The *Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update* was submitted to FEMA in October 2020. Provisional FEMA adoption was provided December 21, 2020 and final Approval Pending Adoption (ADA) was granted January 22, 2021. The *CVPDC HMP 2020 Update* will be presented to the Council for adoption consideration at the February 8, 2021 meeting.

**File Attachments for Item:**

3. Approval of minutes



1 | **Appomattox Town Council**  
**Regular Council Meeting**  
**December 14, 2020**

The Appomattox Town Council held a Regular Council meeting on Monday, December 14, 2020 at 7:30 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Richard Conner, presiding.

Council members present – James J. Boyce, Aaron Tilton, Nathan A. Simpson, Mary Lou Spiggle, Timothy W. Garrett, and Claudia G. Puckette (via phone).

Staff members present – Gary Shanaberger, Town Manager; Kim Ray, Treasurer; and Roxanne W. Casto, Clerk of Council; and Jeff Elder, Facilities Director.

Others present – Susan Chapman, Brown, Edwards & Company, Carlton Duck, Alive Media, Michelle Murch, Times Virginian newspaper and Christian Raymond.

The meeting was also broadcast Live on the Town of Appomattox Facebook page and public phone participation through FreeConferenceCall.com was available.

Mayor Conner called the meeting to order.

Rev. Carlton Duck, Pastor of the Gethsemane Baptist Church led the prayer and the Pledge of Allegiance to the Flag of the United States of America.

Mayor's Comments:

May the blessings of a safe holiday season be upon all of you.

Scheduled Public Appearances:

Susan Chapman, CPA with Brown Edwards & Company, LLP presented the fiscal year 2020 Annual Audit report for the Town of Appomattox and answered questions of the Town Council.

Adoption of the Consent Agenda:

On a motion by Mr. T. Garrett, seconded by Ms. Spiggle, Council voted to approve the consent agenda for December 14, 2020 with the addition of New Business #3 – Consideration of bonuses for Town funded deputies of the Appomattox County Sheriff's Office. All members present voting aye. Motion carried 6-0.

Unfinished Business:

None

New Business:

On a motion by Mr. Simpson, seconded by Mr. Boyce, Council voted to accept the FY 2020 Annual Audit for the Town of Appomattox from Brown, Edwards & Company, LLP. All members present voting aye. Motion carried 6-0.

On a motion by Mr. Simpson, seconded by Mr. Boyce, Council voted to adopt the following budget amendment resolutions:

Council Standing Committee Reports:

None

Citizens Comment Period:

None

Town Manager's Report:

Mr. Shanaberger provided the following updates:

- Matt Perkins with Central Virginia Planning District Commission will be at November Workshop meeting to provide an update on the closeout of the Meadowlark project.
- The closing process continues regarding the Inflow and Infiltration Sewer Project with Rural Development.

Council Comments:

Mrs. Puckette – none

Mr. Simpson – First, I think it would be good to have either a workshop session or retreat to learn more about the state of utilities. I think it could help us all establish a common language as we move forward. How are our water and sewer systems doing? What is our 10-15-20 year outlook? What stuff is not on the Capital Improvement Plan at this point that we need to start looking at for 10 years from now. Just making sure we have a long-term vision.

Secondly, 2020 has been an insane year and I wanted to see if we could open a discussion of how to compensate our Town Staff a cost-of-living adjustments and a one-time bonus would be great thankful to our staff but unsure of where the funds would come from.

Ms. Spiggle – Before COVID hit, that was our plan in our FY 21 budget but after COVID and there was a reduction in revenue then we readjusted the budget to eliminate the cost-of-living adjustments. In years past, we [Town] has given bonuses, cost of living adjustments – but these are trying times.

Mr. Simpson – I do not think the budget was as doom and gloom as we thought it would be. We are in a spot, better than we thought. We also have good people and want to keep them.

Ms. Spiggle – We do but we also have these projects that we need to complete. I think that is fiscally responsible.

Mr. Simpson – I think it is fiscally irresponsible to ask people to work for less than they did last year.

Mr. T. Garrett – none

Mr. Tilton – none

3 | **Appomattox Town Council**  
**Regular Council Meeting**  
**December 14, 2020**

Ms. Spiggle – none

Adjournment:

On a motion by Mr. Garrett, seconded by Ms. Spiggle, Council voted to adjourn at 8:00 p.m. All members present voting aye. Motion carried 5-0.

---

Roxanne W. Casto  
Clerk of Council

---

Richard C. Conner, Mayor

1 | **Appomattox Town Council**  
**Regular Council Meeting**  
**January 11, 2021**

The Appomattox Town Council held a Regular Council meeting on Monday, January 11, 2021 at 7:30 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Richard Conner, presiding.

Council members present – Aaron Tilton, Nathan A. Simpson (phone), Mary Lou Spiggle, Timothy W. Garrett, Claudia G. Puckette (phone) and James J. Boyce.

Staff members present – Gary Shanaberger, Town Manager; Kim Ray, Treasurer; and Roxanne W. Casto, Clerk of Council.

Others present – Carlton Duck and Michelle Murch.

The meeting was also broadcast Live on the Town of Appomattox Facebook page and public phone participation through FreeConferenceCall.com was available.

Mayor Conner called the meeting to order.

Rev. Carlton Duck, Pastor of the Gethsemane Baptist Church led the prayer and the Pledge of Allegiance to the Flag of the United States of America.

Scheduled Public Appearances:

None

Mayor's Comments:

Mayor Conner welcomed everyone in attendance and stated the community continues to thrive and heal during the COVID pandemic.

Adoption of the Consent Agenda:

There were no changes to the agenda for Monday, January 11, 2021.

Unfinished Business:

None

New Business:

None

Council Standing Committee Reports:

None

Citizens Comment Period:

None

Town Manager's Report:

Mr. Shanaberger provided the following updates:

- Church Street Waterline Replacement project and grant applications
- Appomattox Downtown Revitalization project
- July 3, 2021 Fireworks Display
- Town Charter amendment heading to the Virginia General Assembly session
- The Council Retreat date will be set in several months due to the COVID-19 concerns and awaiting the Town's Financial Analysis project.

Council Comments:

Mrs. Puckette – none

Mr. Simpson – none

Ms. Spiggle – none

Mr. T. Garrett – none

Mr. Tilton – none

Mr. Boyce inquired if any progress had been made on the parking problems along Church Street. Mr. Shanaberger replied that some research has been conducted over the last several months and with the proposed waterline replacement project on the horizon, the parking will be addressed.

Adjournment:

On a motion by Mr. Garrett, seconded by Mr. Boyce, Council voted to adjourn at 7:50 p.m. All members present voting aye. Motion carried 6-0.

---

Roxanne W. Casto  
Clerk of Council

---

Richard C. Conner, Mayor

1 | **Appomattox Town Council  
Workshop Meeting  
January 26, 2021**

The Appomattox Town Council held a Workshop meeting on Tuesday, January 26, 2021 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, James J. Boyce, Sr., Mary Lou Spiggle (phone) and Claudia G. Puckette (phone).

Others present: Sam Vance, Town Attorney; Michelle Murch, Carlton Duck, Jeff Elder, Facilities Director; Gary Shanaberger, Town Manager; Kim Ray, Treasurer; Frank Wright, Town Attorney; and Roxanne Casto, Clerk

The meeting was also broadcast LIVE on the Town of Appomattox Facebook page and public phone participation through FreeConferenceCall.com was available.

Mayor Conner called to order the Council Workshop meeting.

Closed Session:

On a motion by Mr. Garrett, seconded by Mr. Boyce, Council voted to convene in Closed Session pursuant to §2.2-3711 (A) 8 of the Code of Virginia, 1950, as amended, for the purpose of consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically, to discuss an application received for a water connection beyond the corporate limits of the Town of Appomattox. Nothing in this subdivision shall be construed to permit the closure of the meeting because an attorney representing the public body is in attendance or is consulted on the matter. Vote: Tilton – yes, Spiggle – yes, Garrett – yes, Simpson – yes, Puckette – yes, Boyce – yes. Motion carried 6-0.

The meeting was reopened to the public.

Council Member Garrett 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 Boyce and Council by the following recorded vote adopted the motion:

2 | **Appomattox Town Council**  
**Workshop Meeting**  
**January 26, 2021**

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

Action from Closed Session:

On a motion by Mr. Simpson, seconded by Mr. Tilton, Council voted to direct the Town Manager to draft a moratorium regarding new out of town utility connections and present to Council for a vote as soon as possible. All members present voting aye. Motion carried 6-0.

Council Comments:

Mrs. Puckette - none

Ms. Spiggle – none

Mr. T. Garrett – none

Mr. Tilton – none

Mr. Simpson – none

Mr. Boyce – Thanked staff for all the hard work on the grant projects.

Staff Reports:

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

Ms. Casto, Clerk of Council – written report provided for January 2021.

Mr. Elder, Facilities Director – provided an update on the current sewer project for the Inflow & Infiltration/Trickling Filter Plant.

Mr. Shanaberger provided an update on the grant award from the Department of Housing & Community Development for \$650,000 for the Church Street Waterline Replacement project and the USDA/Rural Development application is expected to be submitted in the next several weeks.

Adjournment:

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

---

Roxanne W. Casto  
Clerk of Council

---

Richard C. Conner, Mayor

**File Attachments for Item:**

4. 1. Consideration to Adopt an Appropriations Resolution for an Amendment to the Fiscal Year 2020-2021 Budget for the Town of Appomattox.



**AN APPROPRIATIONS RESOLUTION OF THE APPOMATTOX TOWN  
COUNCIL ADOPTING AN AMENDMENT TO THE FISCAL YEAR 2020-2021  
BUDGET FOR THE TOWN OF APPOMATTOX, VA.**

**SECTION I:**

WHEREAS, that the Appomattox Town Council may amend the Fiscal Year 2020-2021 Town Budget from time to time pursuant to Section 15.2-2507, Code of Virginia; and,

**SECTION II:**

WHEREAS, the proposed amendment for the Fiscal Year 2020-2021 Budget was published on January 27, 2021 in the *Times-Virginian*, Appomattox, Virginia, pursuant to Section 15.2-2507, Code of Virginia, and public hearing was subsequently held on the proposed budget on Monday, February 8, 2021;

**SECTION III:**

NOW, THEREFORE, BE IT RESOLVED, that the Appomattox Town Council meeting in a Regular Council Meeting on February 8, 2021, does hereby approve the following Amendment to the General Fund Expenditures by Category for Fiscal Year 2020-2021;

**GENERAL FUND; EXPENDITURES BY CATEGORY:**

Administrative Department	9,725.75
Police Department	3,458.00
Tourism	1,994.75
Public Works Department	17,563.25
Zoning	4,568.00
<b>TOTAL GENERAL FUND EXPENSES</b>	<b>37,309.75</b>

**SECTION IV:**

BE IT FURTHER RESOLVED, that the Appomattox Town Council does hereby approve the following Amendment to the General Fund Revenue estimates for Fiscal Year 2020-2021;

**GENERAL FUND; REVENUES BY CATEGORY:**

Aid to Police Department	2,051.00
Transfer from Reserve	1,407.00
Use of undesignated reserve	33,851.75
<b>TOTAL GENERAL FUND REVENUES</b>	<b>37,309.75</b>

**SECTION V:**

BE IT FURTHER RESOLVED, that the Appomattox Town Council does hereby approve the following Amendment to the Water Fund Expenditures for Fiscal Year 2020-2021;

**WATER FUND; EXPENDITURES BY CATEGORY:**

Water Department	3,083.00
<b>TOTAL WATER EXPENDITURES</b>	<b>3,083.00</b>

**SECTION VI:**

BE IT FURTHER RESOLVED, that the Appomattox Town Council does hereby approve the following Amendment to the Water Fund Revenue estimates for Fiscal Year 2020-2021;

**WATER FUND; REVENUES BY CATEGORY:**

Use of Undesignated reserve	3,083.00
<b>TOTAL WATER REVENUES</b>	<b>3,083.00</b>

**SECTION VII:**

BE IT FURTHER RESOLVED, that the Appomattox Town Council does hereby approve the following Amendment to the Sewer Fund Expenditures for Fiscal Year 2020-2021;

**SEWER FUND; EXPENDITURES BY CATEGORY:**

Sewer Department	290,628.00
<b>TOTAL SEWER EXPENDITURES</b>	<b>290,628.00</b>

**SECTION VIII:**

BE IT FURTHER RESOLVED, that the Appomattox Town Council does hereby approve the following Amendment to the Sewer Fund Revenue estimates for the Fiscal Year 2020-2021;

**SEWER FUND; REVENUES BY CATEGORY:**

Use of Beginning Balance	287,000.00
Use of undesignated reserve	3,628.00
<b>TOTAL SEWER REVENUES</b>	<b>290,628.00</b>

**SECTION IX:**

BE IT FURTHER RESOLVED, by the Town Council of Appomattox, Virginia that the Amendments to the Fiscal Year Budget for 2020-2021 is hereby adopted, effective February 8, 2021 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 \_\_\_\_\_ day of February, 2021.

Attest:

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

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

**File Attachments for Item:**

5. 2. Consideration to adopt a Resolution of the Town of Appomattox Authorizing the Adoption of the Central Virginia Planning District Commission Hazard Mitigation Plan - 2020 Update.

A Resolution of The Town of Appomattox  
Authorizing the Adoption of the  
Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update

**WHEREAS**, the Town of Appomattox and the entire Central Virginia Planning District region have exposure to natural hazards that can affect the safety to life, property, businesses, and local economy; and

**WHEREAS**, pro-active mitigation, or actions, before a disaster even can lessen or eliminate long-term risk and impacts of hazards to life and property; and

**WHEREAS**, The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-228, as amended), Title 44 of the Code of Federal Regulations (CFR), as amended by the Disaster Mitigation Act of 2000 (Public Law 106-390), requires development of pre-disaster mitigation plan as a requirement for eligibility for federal pre- and post-disaster hazard mitigation funding; and

**WHEREAS**, the Central Virginia Planning District Hazard Mitigation Technical Advisory Committee, comprised of a coalition of local, regional, state, business, and citizen stakeholders, that included dedicated Town of Appomattox representation and representation of each of the ten (10) Central Virginia Planning District localities, lead a pre-disaster planning process according to FEMA regulations; and

**WHEREAS**, the planning team completed a planning process that engaged the public, assessed the risk and vulnerability to the impacts of natural hazards, developed mitigation strategies consistent with a set of uniform goals and objectives, and includes an evaluation, maintenance, and revision process; and

**WHEREAS**, the Federal Emergency Management Agency (FEMA) have reviewed, and on January 22, 2021 Approved Pending Adoption (APA) was granted to the Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update;

**NOW, THEREFORE, BE IT RESOLVED** by the Appomattox Town Council that the Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update is hereby approved and adopted for the Town of Appomattox.

Passed and adopted on this 8<sup>th</sup> day of February 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN: