



Appomattox Budget work session & Regular meeting Agenda

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

Monday, April 11, 2022

5:45 PM – Budget work session

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

Budget Work Session

Continued discussion of the FY 2023 annual budget for the Town of Appomattox.

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. Don Jones, Annual Report for Experience Appomattox

Adoption of the Consent Agenda - April 11, 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.

Unfinished Business

1. Discussion and Consideration of the Request for Proposals for Engineering/Project Management Services for the Train Depot, specifically for the renovations of the roof, dormers and trim, soffits, and downspouts.

New Business

- [2.](#) Consideration to approve the list of projects for the American Rescue Plan Act (ARPA) funding.
- [3.](#) Consideration to amend the Employee Handbook - Chapter 10; specifically Educational Assistance.
4. Consideration to amend a motion to purchase a 2022 Ford F-250 Super Crew 4WD in the amount of \$45,521.80 as identified in the FY 2022 Capital Improvement Plan by striking out 2022 Ford F-250 Super Crew 4WD in the amount of \$45,521.80 and inserting 2022 2500 Tradesman Crew Cab 4x4 in the amount of \$51,010.00.

Council Standing Committee Reports

Citizen Comment

Town Manager's Report

Council Comment

Closed Session

5. Pursuant to Section 2.2-3711(A)1 of the Code of Virginia, 1950, as amended, for the purpose of discussion and consideration of a prospective candidate for employment, being candidate A and Section 2.2-3711(A)6 of the Code of Virginia, 1950, as amended, for the purpose of discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected, specifically being the discussion of a proposed contract for the employment of a Town Manager.

Adjournment

File Attachments for Item:

2. Consideration to approve the list of projects for the American Rescue Plan Act (ARPA) funding.

ARPA Money Requests			CIP Line
I & I (Engineering and prep work – DS Nash combined with force main to I & I)	\$325,000	<i>Rain water is seeping into sewer system causing pump stations to overflow capacities</i>	WW3
Redfield Road Waterline Installation	\$225,000	install new 8" line	ARPA 1
Engineering Fees	\$48,000		
Total	\$273,000		
Generators		(to maintain telephone/computer services to remain during emergency situations)	ARPA 2
Main Office, PW Office, PW Shop	\$50,000	(3) standalone generators	
	OR		
	\$115,000	(2) standalone generators and (1) portable generator (\$80,000)	
Well Research	\$80,000	SCADA, get 3 wells online, etc.	W10
Lee Grant Waterline Upgrade	\$255,000	Lombardy to Redfields Rd	W2
Engineering Fees	\$20,000		
Total	\$275,000		
Wet Vacuum Truck	\$300,000		n/a
Replace 4" line with 8" Waterline	\$1,500,000	From Court to Main & Lee	ARPA 3
Other			
Indoor air quality for town facilities			
		*20% Contingency	
Already Done			
Air Packs for Fire Department	\$32,000		
Lilac Lane Waterline Replacement	\$10,544		
Listed in order of priority			
Public Works General			
Water			
Sewer			

File Attachments for Item:

3. Consideration to amend the Employee Handbook - Chapter 10; specifically Educational Assistance.

Chapter 10: Training and Educational Assistance

Training

It is the policy of the Town of Appomattox to provide a positive and meaningful employee and organizational training and development program to meet Town needs, help employees reach their potential, and better meet public service needs.

Subject to the availability of funds, employee training may be required to help employees perform their jobs more effectively. Training may be provided by a variety of sources. The majority of the training provided will be on-the-job training.

When required training classes take place off site or after normal work hours, the town will pay the additional wages in the form of overtime or compensatory leave or pay, all instructors and instructional material.

The Appomattox Town Council has approved a Continuing Educational Program. All first time, full-time employees will be required to complete a First Aid and CPR course, attend any and all refreshers during the certification period and maintain certification throughout their employment with the Town of Appomattox. One additional continuing education class, approved by the Town Council must be completed by all department heads within a fiscal year.

An approved listing of course titles for the continuing education program will be reviewed from time to time by the Personnel Committee of the Appomattox Town Council and any changes will be approved by the entire council.

Upon completion of any formal or required training program, employees should complete a training record form return it to the Clerk/Administrative Assistant, so that an up-to-date record of training may be kept for each employee.

The Appomattox Town Council encourages each employee of the Town of Appomattox to participate in the Continuing Educational Program and will evaluate its effectiveness during annual evaluations.

Educational Assistance

~~The Town has an educational aid program which encourages employees to take courses related to their work. Financial assistance for such courses may be available based on the Town's needs and its ability to finance such education courses. Employees interested in taking courses or in completing or furthering their education should contact their supervisor and/or Town Office for more details.~~

~~The Town also provides leave with and without pay for employees to further their education when courses or study are related to their work or that of the Town. Leave may be with full, partial or no pay, and must be authorized by the Mayor.~~

The Town has an educational aid program which encourages employees to take courses related to their work. Financial assistance for such courses may be available based on the Town's needs and its ability to finance such education courses. Employees interest in taking courses or in completing or furthering their education should contact their supervisor and/or Town Office for more details. The Town also provides leave with and without pay for employees to further their education when courses or study are related to their work or that of the Town. Leave may be with full, partial or no pay, and must be authorized by the mayor.

If someone is doing a degree program or a more intensive program, it is required for them to make an agreement with the locality for repayment if they leave within three years of completing the program.

- a. Institutions from which courses are taken must be recognized by the U.S. Department of Education as accredited and thereby may participate or receive federal education assistance.
- b. Any tuition offset to which you are entitled, such as Veterans benefits, scholarships or benefits from any student aid program must be credited before any educational assistance benefits are payable.
- c. The Entity will reimburse 1/2 of costs or a maximum of \$1500 per year incurred by an employee for continuing education through an accredited program that either offers growth in an area related to his or her current position or might lead to promotional opportunities. This can include college credit courses, continuing education unit courses, seminars, and certification tests. You must secure a passing grade of "C" or its equivalent or obtain a certification to receive any reimbursement. Expenses must be validated by receipts and a copy of the final grade card or certification must be presented to show hours or certification received.