



# Appomattox Workshop Meeting Agenda

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

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**Tuesday, February 28, 2023**

**6:30 PM – Workshop Meeting**

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

**Call to Order**

**Public Hearing**

1. The Appomattox Town Council will hold a public hearing on Tuesday, February 28, 2023 at 6:30 p.m. at the Appomattox Municipal Building, Council Chambers, 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 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 amendment by the Town of Appomattox for FY 2023:

General Fund Expenditures Amendments	607,438.00
<b>Total Expenditures Amendments</b>	<b>607,438.00</b>

General Fund Revenue Amendments	607,438.00
<b>Total Revenue Amendments</b>	<b>607,438.00</b>

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.

**Discussion Items**

2. Consideration to adopt a Resolution amending the FY 2023 Operating Budget for the General Fund - Resolution #2023-002.
3. Consideration to award the Church Street Water Line Replacement project to the low bidder, Toney Construction in the amount of \$2,689,000.
4. Consideration to award the Downtown Improvement project to the low bidder, Toney Construction in the amount of \$755,580.
5. Consideration to appropriate \$500,000 from the FY 2023 General Fund undesignated reserve for the Downtown Improvement project.

6. Consideration to approve three (3) out of town water connections in the Woodchase Subdivision.
7. Consideration to fund a drug canine for the Appomattox County Sheriff's Office in the amount of \$24,600 for FY 2023.
8. Consideration to authorize the Town Manager to execute the contract with Civic Plus for a new Town website in the amount of \$4,325.00 (annually) for FY 2023.
9. Discussion of the process for key personnel performance reviews. (Mr. Simpson)

## **Council Comments**

## **Council Standing Committee Reports**

## **Staff Reports**

## **Adjournment**

**File Attachments for Item:**

2. Consideration to adopt a Resolution amending the FY 2023 Operating Budget for the General Fund - Resolution #2023-002.

1. Consideration to adopt a resolution amending the FY 2023 Operating Budget for the General Fund for the depot renovation construction and a litter grant.
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 2023 Operating Budget for the General Fund.

**General Fund Expenditures**

10-4800-6300	Litter Grant	\$	1,938.00
10-5000-6012	Depot Construction	\$	<u>605,500.00</u>
	Net Increase in Budget	\$	<u>607,438.00</u>

**General Fund Revenues**

10-3811-0000	Litter Grant	\$	1,938.00
10-3901-0000	Use of Undesignated Reserve	\$	<u>605,500.00</u>
	Net Increase in Budget	\$	<u>607,438.00</u>

**SECTION XIII:** BE IT FURTHER RESOLVED, by the Town Council of Appomattox, Virginia that the Fiscal Year 2023 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:

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Roxanne Casto, Town Clerk

**File Attachments for Item:**

3. Consideration to award the Church Street Water Line Replacement project to the low bidder, Toney Construction in the amount of \$2,689,000.



February 23, 2023

Mr. Terry McGhee  
Town Manager  
Town of Appomattox, Virginia  
210 Linden Street  
Appomattox, VA 24522

Re: *Town of Appomattox*  
*Church Street Water Line Replacement*  
*H&P Project #: 20190344*

Dear Mr. McGhee:

Hurt and Proffitt prepared bid documents for the Downtown Improvements project including the sidewalk construction and the lighting plan improvements for the downtown area. The project was advertised on January 22, 2023. A public bid opening was held at the Town of Appomattox office on February 22, 2023 and one bid was received, opened, and read aloud. Below is a summary of the submitted bids:

Contractor	Part A (Labor Lump Sum)	Part B (Unit Pricing)	Total Base Bid	Responsive
Toney Construction	\$2,248,350.60	\$440,649.40	\$2,689,000.00	Yes

We recommend that the project be awarded to the low bidder, Toney Construction, for the total of the base bid. However, the total amount may go up or down based on the Part B unit pricing and what is physically installed. Quantities will be paid out based on unit prices (Part B) stated in the bid form.

If you and the Town Council concur in this recommendation, we will prepare the Notice of Award and contract documents for signature. If you have any questions, please do not hesitate to contact me.

Sincerely,  
**HURT & PROFFITT, INC.**

A handwritten signature in black ink, appearing to read 'CHAD HODGES', with a long horizontal flourish extending to the right.

Chad Hodges, PE  
Project Manager

**File Attachments for Item:**

4. Consideration to award the Downtown Improvement project to the low bidder, Toney Construction in the amount of \$755,580.



February 23, 2023

Mr. Terry McGhee  
Town Manager  
Town of Appomattox, Virginia  
210 Linden Street  
Appomattox, VA 24522

Re: *Town of Appomattox  
Downtown Improvements  
H&P Project #: 20211878*

Dear Mr. McGhee:

Hurt and Proffitt prepared bid documents for the Downtown Improvements project including the sidewalk construction and the lighting plan improvements for the downtown area. The project was advertised on December 25, 2022. A public bid opening was held at the Town of Appomattox office on February 16, 2023 and two bids were received, opened, and read aloud. Below is a summary of the submitted bids:

<u>Contractor</u>	<u>Part A (Sidewalk)</u>	<u>Part B (Lighting)</u>	<u>Total Base Bid</u>	<u>Responsive</u>
Virginia Carolina Paving Company	\$537,141.00	\$223,375.00	\$760,516.00	Yes
Toney Construction	\$319,000.00	\$436,580.00	\$755,580.00	Yes

We recommend that the project be awarded to the low bidder, Toney Construction, for the total of the base bid.

If you and the Town Council concur in this recommendation, we will prepare the Notice of Award and contract documents for signature. If you have any questions, please do not hesitate to contact me.

Sincerely,  
**HURT & PROFFITT, INC.**

A handwritten signature in black ink, appearing to read 'CHAD HODGES', with a long horizontal flourish extending to the right.

Chad Hodges, PE  
Project Manager

**File Attachments for Item:**

6. Consideration to approve three (3) out of town water connections in the Woodchase Subdivision.

**TOWN OFFICE**  
PO BOX 705-219 Linden Street  
Appomattox VA 24522  
434.352.8268-Fax 434.352.2126

**PUBLIC WORKS**  
PO BOX 705-1799 Church St.  
Appomattox VA 24522  
434.352.8393-Fax 434.352.5256

## TOWN OF APPOMATTOX APPOMATTOX, VIRGINIA

### Application for OUT OF TOWN Utilities Permit and Contract

Date:

I (we) hereby make application to connect to and/or construct utility services in a building(s);

☒ TO BE CONSTRUCTED, ☐ UNDER CONSTRUCTION, ☐ ALTERED or ☐ CURRENTLY EXISTING.

Name of Applicant(s): PAUL Bloomfield

MX #

Location of Building/Physical Address: ALBOX CREEK APPOMATTOX (603-8-10)

Billing Address: 2187 Lynett Mill Rd. ALMAVISTA VA 24517

Contact Number(s): 434-396-1300 / 434-396-7283

#### Water Service:

☒ Single Family Dwelling ☐ Duplex Dwelling ☐ Multi-Family Structures ☐ Mobile Home  
☐ Commercial and Industrial Other \_\_\_\_\_

Needed: ☐ Full Connection ☐ Meter Only

Size: ☒ 3/4" ☐ 1" ☐ 2" ☐ 3" ☐ 4" ☐ 6" ☐ 8" ☐ Other \_\_\_\_\_

All Out of Town customers served by the County Waterline will be responsible for availability fees. If a connection does not already exist, the customer is responsible for all connection fees (including, but not limited to, meters, pressure reducers, and RPZs). If a partial connection exists, the customer is responsible for the costs to complete tap.

As evidenced by his or her signature attached hereto, and in consideration of the services received by Applicant hereunder, the undersigned Applicant acknowledges and agrees to the following: 1) Applicant has read and understands all Town of Appomattox water and sewer service rules and regulations contained within the Appomattox Town Code and elsewhere, 2) Applicant understands that water is a finite resource and water service is subject to a water availability and that Town of Appomattox makes no guarantee of water at any time, and 3) Applicant understands that he or she assumes full financial responsibility for water and sewer service charges associated with this connection until such time that he or she notifies the Town of Appomattox in writing of such time disposal of above described property.

Applicant Signature: Paul Bloomfield

Date: 2/13/23

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# TOWN OF APPOMATTOX

## Out-of-Town Water Connection Charges

### Water Connection Fees:

- |   |            |                   |
|---|------------|-------------------|
| <input checked="" type="checkbox"/> 1/4" Standard Connection -----            | \$1,500.00 | <u>\$1,500.00</u> |
| <small>-with water main located on same side of road as the resident.</small> |            |                   |
| <input type="checkbox"/> 1" Water Connection-----                             | \$2,000.00 | _____             |
| <input type="checkbox"/> Multi-Family/Unit -----                              | \$1,200.00 | _____             |
| <input type="checkbox"/> 2" Water Connection /Cost of materials-----          |            | _____             |

### Water Availability Fees:

- |  |            |              |
|--|------------|--------------|
| <input checked="" type="checkbox"/> Single Family Dwelling                         |            |              |
| 1/4" Water-----  | \$2,500.00 | <u>2,500</u> |
| 1" Water-----  | \$3,500.00 | _____        |
| <input type="checkbox"/> 2" Water -----  |            | _____        |
| <input type="checkbox"/> Multi-Family, per family unit -----                       | \$1200.00  | _____        |
| <small>(Duplexes, Condominiums, townhouses, apartments &amp; mobile homes)</small> |            |              |
| <small>* Per family unit is considered separately</small>                          |            |              |
| <input type="checkbox"/> Motel per unit or room.-----                              | \$300.00   | _____        |
| <input type="checkbox"/> Restaurants-----  | \$100.00   | _____        |
| <input type="checkbox"/> Laundromats (per machine)-----                            | \$900.00   | _____        |
| <input type="checkbox"/> Nursing Homes (per bed)-----                              | \$400.00   | _____        |
| <input type="checkbox"/> Homes for the age (per bed)-----                          | \$300.00   | _____        |
| <input type="checkbox"/> Hospitals (per bed)-----                                  | \$600.00   | _____        |
| <input type="checkbox"/> Doctor's Office (per patient bed)-----                    | \$400.00   | _____        |
| <input type="checkbox"/> Theaters, drive in type (per car)-----                    | \$40.00    | _____        |
| <input type="checkbox"/> Theaters, auditorium type (per seat)-----                 | \$40.00    | _____        |
| <input type="checkbox"/> Picnic areas (per person & park capacity)-----            | \$40.00    | _____        |
| <input type="checkbox"/> Camps, resorts, overnight (per site)-----                 | \$40.00    | _____        |
| <input type="checkbox"/> Luxury camps with flush toilets (per camp site) -----     | \$200.00   | _____        |

\*\*\*\*\*

Residential Companion Water Meter for Irrigation Services	\$700 <del>\$420.00</del>	_____
<b>WATER TOTAL</b>		<u>\$4,000.-</u>

All rates quoted herein are subject to change. Water and sewer service hereunder is subject to availability.  
Once fully signed by all parties, this application for service constitutes a binding contract between the parties.

Appomattox Virginia Town Council,

Thank you for taking the time to consider the following,

We would like to apply for out of town water for a new construction home to be located on Arbor Court, in Appomattox, Tax Map # 63-8-11.

Thank you,

Paul Bloomfield & Sharon Bloomfield

**TOWN OFFICE**  
PO BOX 705~210 Linden Street  
Appomattox VA 24522  
434.352.8268-Fax 434.352.2126

**PUBLIC WORKS**  
PO BOX 705~1799 Church St.  
Appomattox VA 24522  
434.352.8393-Fax 434.352.5256

## TOWN OF APPOMATTOX

APPOMATTOX, VIRGINIA

### Application for OUT OF TOWN Utilities Permit and Contract

**Date:**

I (we) hereby make application to connect to and/or construct utility services in a building(s);

☒ **TO BE CONSTRUCTED**, ☐ **UNDER CONSTRUCTION**, ☐ **ALTERED** or ☐ **CURRENTLY EXISTING**.

**Name of Applicant(s):** JONATHAN SCOTT BLONFIELD

**TAX #**

**Location of Building/Physical Address:** SOMERSET DR APPOMATTOX (63-8-5)

**Billing Address:** 2187 LYNCH MILL RD. ALTAVISTA VA 24517

**Contact Number(s):** 434-386-1300

#### Water Service:

☒ Single Family Dwelling ☐ Duplex Dwelling ☐ Multi-Family Structures ☐ Mobile Home

☐ Commercial and Industrial Other \_\_\_\_\_

**Needed:** ☐ Full Connection ☐ Meter Only

**Size:** ☒ 3/4" ☐ 1" ☐ 2" ☐ 3" ☐ 4" ☐ 6" ☐ 8" ☐ Other \_\_\_\_\_

All Out of Town customers served by the County Waterline will be responsible for availability fees. If a connection does not already exist, the customer is responsible for all connection fees (including, but not limited to, meters, pressure reducers, and RPZs). If a partial connection exists, the customer is responsible for the costs to complete tap.

As evidenced by his or her signature attached hereto, and in consideration of the services received by Applicant hereunder, the undersigned Applicant acknowledges and agrees to the following: 1) Applicant has read and understands all Town of Appomattox water and sewer service rules and regulations contained within the Appomattox Town Code and elsewhere, 2) Applicant understands that water is a finite resource and water service is subject to a water availability and that Town of Appomattox makes no guarantee of water at any time, and 3) Applicant understands that he or she assumes full financial responsibility for water and sewer service charges associated with this connection until such time that he or she notifies the Town of Appomattox in writing of such time disposal of above described property.

**Applicant Signature:** Jonathan Scott Blomfield

**Date:** 2/14/23

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# TOWN OF APPOMATTOX

## Out-of-Town Water Connection Charges

### Water Connection Fees:

<input checked="" type="checkbox"/> ¾" Standard Connection ----- -with water main located on same side of road as the resident.	\$1,500.00	<u>1,500.00</u>
<input type="checkbox"/> 1" Water Connection-----	\$2,000.00	_____
<input type="checkbox"/> Multi-Family/Unit -----	\$1,200.00	_____
<input type="checkbox"/> 2" Water Connection /Cost of materials-----		_____

### Water Availability Fees:

<input checked="" type="checkbox"/> Single Family Dwelling		
¾" Water-----	\$2,500.00	<u>2,500</u>
1" Water-----	\$3,500.00	_____
<input type="checkbox"/> 2" Water -----		_____
<input type="checkbox"/> Multi-Family, per family unit ----- (Duplexes, Condominiums, townhouses, apartments & mobile homes) * Per family unit is considered separately	\$1200.00	_____
<input type="checkbox"/> Motel per unit or room.-----	\$300.00	_____
<input type="checkbox"/> Restaurants-----	\$100.00	_____
<input type="checkbox"/> Laundromats (per machine)-----	\$900.00	_____
<input type="checkbox"/> Nursing Homes (per bed)-----	\$400.00	_____
<input type="checkbox"/> Homes for the age (per bed)-----	\$300.00	_____
<input type="checkbox"/> Hospitals (per bed)-----	\$600.00	_____
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<input type="checkbox"/> Camps, resorts, overnight (per site)-----	\$40.00	_____
<input type="checkbox"/> Luxury camps with flush toilets (per camp site) -----	\$200.00	_____

\*\*\*\*\*

Residential Companion Water Meter for Irrigation Services	\$700 <del>\$420.00</del>	
<b>WATER TOTAL</b>		<u>\$ 4,000.-</u>

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Appomattox Virginia Town Council,

Thank you for taking the time to consider the following,

We would like to apply for out of town water for a new construction home to be located on Somerset Drive in Appomattox, Tax Map # 63-8-5.

Thank you,

Jonathan Scott Bloomfield

**TOWN OFFICE**  
PO BOX 705-210 Linden Street  
Appomattox VA 24522  
434.352.8268-Fax 434.352.2126

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## TOWN OF APPOMATTOX

APPOMATTOX, VIRGINIA

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☒ TO BE CONSTRUCTED, ☐ UNDER CONSTRUCTION, ☐ ALTERED or ☐ CURRENTLY EXISTING.

Name of Applicant(s): PHILIP AND JULIE AMOS

Tax MAP #

Location of Building/Physical Address: ARBOR COURT APPOMATTOX (63-8-11)

Billing Address: 2187 LYNET MILL RD ALMAHUS VA 24517

Contact Number(s): 434-386-1300

#### Water Service:

☒ Single Family Dwelling ☐ Duplex Dwelling ☐ Multi-Family Structures ☐ Mobile Home  
☐ Commercial and Industrial Other \_\_\_\_\_

Needed: ☒ Full Connection ☐ Meter Only

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Applicant Signature: Julie B Amos

Date: 2/13/23

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# TOWN OF APPOMATTOX

## Out-of-Town Water Connection Charges

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\*\*\*\*\*

Residential Companion Water Meter for Irrigation Services	\$700 <del>\$420.00</del>	<u>4,000.-</u>
<b>WATER TOTAL</b>		<b>\$</b> _____

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Appomattox Virginia Town Council,

Thank you for taking the time to consider the following,

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Thank you,

Philip Amos & Julie B. Amos