



# **Appomattox Budget work session and Regular Council meeting Agenda**

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

---

## **Monday, April 10, 2023**

### **5:45 PM – Budget work session**

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

Continued discussions of the FY 2024 annual budget for the Town of Appomattox.

### **6:30 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**

## **Mayor's Comments**

## **Scheduled Public Appearances**

## **Adoption of the Consent Agenda - April 10, 2023**

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:**

March 13, 2023 - Council meeting

March 28, 2023 - Workshop meeting

## **Unfinished Business**

## **New Business**

2. Consideration to approve the purchase of a sewer camera identified in the Sewer Capital Improvement Plan FY 2023 for \$65,560.00.

## **Council Standing Committee Reports**

## **Citizen Comment**

## **Town Manager's Report**

## **Council Comment**

## **Closed Session**

3. Closed Session pursuant to §2.2-3711 (A) 3 of the Code of Virginia, 1950, as amended, for the purpose of discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically such property being located on 1771 South Church Street.

## **Adjournment**

**File Attachments for Item:**

1. Minutes:

March 13, 2023 - Council meeting

March 28, 2023 - Workshop meeting

1 | **Appomattox Town Council**  
**Budget Work Session**  
**March 13, 2023**

The Appomattox Town Council held a Budget work session on Monday, March 13, 2023, at 5:45 p.m. at the Appomattox Town Hall, Council Chambers, 210 Linden Street, Appomattox, Virginia.

Members present: Jane T. Allen, James J. Boyce, Sr., Mary Lou Spiggle, Timothy W. Garrett, Claudia G. Puckette, and Mayor Richard Conner

Absent: Nathan A. Simpson

Others present: Kim Ray, Town Treasurer; R. Terry McGhee, Town Manager and Roxanne W. Casto, Clerk of Council.

Mayor Conner called the budget work session to order.

Mrs. Ray and Mr. McGhee provided the first draft of the FY 2024 budget for the Town of Appomattox. They requested Council review the draft and bring any questions to the next meeting on March 28, 2023 or visit the Town Office.

The Community Funding requests will be heard at the March 28, 2023 Workshop meeting. Once Council reaches a consensus those amounts will be added to the draft budget.

ADJOURNMENT:

The budget work session adjourned at 6:15 pm.

---

Roxanne W. Casto, MMC  
Clerk

---

Richard C. Conner  
Mayor

1 | **Appomattox Town Council**  
**Regular Council Meeting**  
**March 13, 2023**

The Appomattox Town Council held a Regular Council meeting on Monday, March 13, 2023 at 6:30 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Conner presiding.

Members present: Jane T. Allen, James J. Boyce, Sr., Claudia G. Puckette, Mary Lou G. Spiggle, and Timothy W. Garrett

Absent: Nathan A. Simpson

Others: Drew and Tiffany Dearing, Don Wilk, Kim Ray, Treasurer; R. Terry McGhee, Town Manager; Roxanne W. Casto, Clerk of Council.

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

Councilman Boyce led the Prayer and Pledge of Allegiance to the Flag of the United States of America.

Mayor's Comments: Mayor Conner reported the Council started the FY2024 budget process tonight.

Scheduled Public Appearances: none

Adoption of the Consent Agenda:

On a motion by Mr. Boyce, seconded by Mrs. Puckette, Council voted to adopt the consent agenda with the removal of New Business 2-Consideration to award the Generator project to the low bidder. All members present voting aye. Motion carried 5-0.

Unfinished Business: none

New Business

On a motion by Mr. Garrett, seconded by Ms. Spiggle, Council voted to approve the FY2023-2024 Local Health Insurance Rates. All members present voting aye. Motion carried 5-0.

Council Standing Committee Reports:

Finance and Planning Committee: none

Physical Development Committee: none

Town Council provided consensus 5-0 to reallocate the CIP FY2023 General Fund project - Slurry streets to the Atwood Street parking lot upgrade/construction (not an ARPA project) for \$41,500.

The Slurry streets project will be funded through ARPA funding for \$41,500.

2 | **Appomattox Town Council**  
**Regular Council Meeting**  
**March 13, 2023**

Citizen Comment: none

Town Council also provided consensus 5-0 to fund the drug canine with ARPA funding for FY2023.

Town Manager's Report:

Mr. McGhee provided an update on the following projects:

- The renovations have begun on the train depot. The workers have not found a lot of damage so far. He provided an update on the Town purchasing material for this project.
- The Appomattox County Board of Supervisors request to discuss the transfer of the waterline is still on hold until the litigation is finalized for Appomattox County.
- There was an email hacked in December 2022 and there are some recommendations that have already been implemented.
- The Public Works department has experienced 3 resignations in the last month. Mr. McGhee met with Mr. Elder and Mrs. Rothgeb to discuss suggestions to retain employees longer.

Council Comment: none

Adjournment:

On a motion by Mr. Garrett, seconded by Ms. Spiggle, Council voted to adjourn at 7:30 pm. All members present voting aye. Motion carried 5-0.

---

Roxanne W. Casto, MMC  
Clerk

---

Richard C. Conner  
Mayor

1 | **Appomattox Town Council**  
**Budget Work Session**  
**March 28, 2023**

The Appomattox Town Council held a Budget work session on Tuesday, March 28, 2023, at 5:45 p.m. at the Appomattox Town Hall, Council Chambers, 210 Linden Street, Appomattox, Virginia.

Members present: Jane T. Allen, James J. Boyce, Sr., Mary Lou Spiggle, Timothy W. Garrett, Nathan A. Simpson, and Claudia G. Puckette, Mayor Richard Conner

Others present: Kim Ray, Town Treasurer; R. Terry McGhee, Town Manager and Roxanne W. Casto, Clerk of Council.

Mayor Conner called the budget work session to order.

A brief discussion by Council consisted of how to handle the community funding presenters during the 6:30 workshop meeting. The Council agreed to provide the Town Manager with any questions, and he will research any of the matters and provide responses.

Mrs. Ray explained the changes on a coversheet from the last meeting on March 13, 2023.

Mr. Simpson requested a discussion concerning the Appomattox County Sheriff's stipend. The current stipend is \$6000 per year and has been since at least 2013. Mr. Simpson would like to see Council consider raising the stipend to \$8000 per year beginning with the term beginning January 1, 2024.

Mrs. Ray also spoke about the personal property values falling slightly for FY2024. Mr. Simpson and Mr. Boyce expressed interest in leaving the rate at the current \$0.45 per \$100 for FY2024 and revisiting the values in FY2025.

ADJOURNMENT:

The budget work session adjourned at 6:15 pm.

---

Roxanne W. Casto, MMC  
Clerk

---

Richard C. Conner  
Mayor

1 | **Appomattox Town Council**  
**Workshop Meeting**  
**March 28, 2023**

The Appomattox Town Council held a Workshop meeting on Tuesday, March 28, 2023 at 6:30 p.m. at the Appomattox Town Hall, Council Chambers, 210 Linden Street, Appomattox, Virginia with Mayor Conner presiding.

Members present: Jane T. Allen, James J. Boyce, Sr., Mary Lou Spiggle, Timothy W. Garrett, Nathan A. Simpson, and Claudia G. Puckette.

Others present: Charles Conrad; Carlton Duck; Jonathon Garrett; Don Jones; Dana Mayberry; Kia Scott; Stacy Castro; Kim Ray, Town Treasurer; R. Terry McGhee, Town Manager and Roxanne W. Casto, Clerk of Council.

Mayor Conner called the meeting to order.

Presentations for FY2024-Request for Community Funding:

Kia Scott, Secretary-Appomattox Railroad Festival

Ms. Scott appeared before Council to request \$10,000 for the 51<sup>st</sup> Annual Railroad Festival scheduled for the second full weekend in October. The Appomattox Railroad Festival is a 501(C)3 organization responsible for planning the event. Last year (2022), was considered the largest parade and highest overall attendance for the 3-day event. The committee strives to improve each year.

Don Jones, Appomattox Tourism Committee-Experience Appomattox

Mr. Jones appeared before Town Council to request \$10,000 for FY2024 to promote Experience Appomattox. He expressed appreciation for the past funding, provided an annual report of activities and explained that the committee is in the process of revamping the rack cards placed in visitor centers throughout the state. Mr. Jones also informed Council of the TV commercial that would be appearing on WSET next week April 5,6,7 in preparation of the 158<sup>th</sup> anniversary events. There will be a massive number of events happening in Town.

Jonathon Garrett, Chief-Appomattox Volunteer Fire Department

Mr. Garrett appeared before Council to provide an update for 2022. The fire department responded to 381 calls for service with 100% volunteer firefighters. He also thanked Council for the annual donation of \$27,000. He requested use of the Town's ARPA funding to replace the 20-year-old air compressor.

Stacey Castro, Hurt and Proffitt, Inc.

Ms. Castro provided an update to the Utility Rate Study. A 3% increase yearly for water is recommended. A 3% increase every third year is recommended for sewer.

On a motion by Ms. Spiggle, seconded by Mr. Simpson, Council voted to fund the vehicle request from ARPA funds (\$52,000).

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



2 | **Appomattox Town Council**  
**Workshop Meeting**  
**March 28, 2023**

On a motion by Ms. Spiggle, seconded by Mr. Boyce, Council voted to fund the Appomattox Volunteer Fire Department's request to replace the air compressor from ARPA funds (\$82,680). ROLL CALL VOTE: Allen – yes, Boyce – yes, Garrett – abstained, Puckette – yes, Simpson-yes; Spiggle – yes. Motion carried 5-0-1.

Dana Mayberry, General Manager-Appomattox Inn and Suites

Ms. Mayberry appeared before Council on behalf of the American Civil War Museum. She supports the American Civil War Museum's funding campaign and hopes Council will also. The American Civil War Museum is vital to the Appomattox Inn and Suites and Bed and Breakfasts in Appomattox. This summer, July 26-27, Appomattox will be hosting the mid-summer retreat of the board of directors for the American Civil War Museum.

COUNCIL COMMENTS:

Timothy W. Garrett – inquired about the status of the depot renovations. (Manager's Report)

Mary Lou Spiggle-none

Nathan A. Simpson – inquired about the status of the Old Courthouse Smart Scale project. Mr. McGhee indicated it would be November 2023 before construction begins.

James J. Boyce - none

Jane T. Allen - none

Claudia G. Puckette - none

STANDING COMMITTEE REPORTS:

Finance and Planning-none

Physical Development-none

ARPA-funding was approved for the Sheriff's Office vehicle and the air compressor at the Appomattox Volunteer Fire Department.

Mr. Garrett would like to look at the Real Estate Tax rate again and offset the difference with Meals Tax funding.

STAFF REPORTS:

Kim Ray-gave the finance report as of February 2023.

Mr. McGhee-discussed his update from March 28, 2023:

- Mr. McGhee will research prices for a study to attract a “walk-in” medical care facility.
- Mr. Elder is working on a policy proposal to address the treatment of rainwater. It should be ready for review in May 2023.
- Garment Factory-Mr. Lawson indicates Mr. Gobble on the Town’s EDA is researching options and outcomes for him.
- Staff will have a website meeting on April 4, 2023.
- Update on the Train Depot.
- Mr. McGhee would like Council to entertain a Utilization and Renovation Study for the Town Hall building including media upgrades at the Public Works building.

Mr. Simpson asked Council to consider the old Gallery building at the end of Main Street. It is bank owned, 15,000 sq ft and tearing down a portion in the back would provide 15-20 parking spaces.

Mr. Boyce asked Council to consider no sewer increases and only a water increase in FY2024 and FY2025.

ADJOURNMENT:

On a motion by Timothy W. Garrett, seconded by Mrs. Claudia Puckette, Council voted to adjourn at 8:05 pm. All council members present voting aye. Motion carried 6-0.

---

Roxanne W. Casto, MMC  
Clerk

---

Richard C. Conner  
Mayor