



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

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

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## **Monday, March 14, 2022**

### **5:45 PM – Budget work session**

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

### **Budget work session for FY 2023**

Initial discussion of the FY 2023 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 - Monday, March 14, 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:**

February 7, 2022

February 22, 2022

### **Unfinished Business**

## **New Business**

1. Consideration to award Upland Lane Water Line extension from the Sewer Fund Project Contingency in the amount of \$91,000.00.
2. Consideration of appointments to the Housing Oversight Board for the Greater Meadowlark Housing Program.

## **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:

February 7, 2022

February 22, 2022

1 | **Appomattox Town Council**  
**Regular Council Meeting**  
**February 7, 2022**

The Appomattox Town Council held a Regular Council meeting on Monday, February 7, 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., Claudia G. Puckette, Nathan A. Simpson, Mary Lou G. Spiggle, Aaron M. Tilton.

Absent: Timothy W. Garrett

Others: Charles Conrad, Times Virginian; Tommy Lawson, Mike Scott, 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.

Nathan Simpson led the prayer and Pledge of Allegiance to the Flag of the United States of America.

Mayor's Comments:

The nationwide pandemic is ending. Businesses are opening back up.

Scheduled Public Appearances:

Mr. Tommy Lawson and Mr. Mike Scott appeared before Council to request parking spaces on Court Street be marked by the Virginia Department of Transportation or the Town of Appomattox. With the addition of the dentists in the office, there are a lot more people using the parking lot. Mr. Lawson said he knows that parking is allowed now on Court Street, but people do not do it. He believes that marking lines on both sides of the road would help.

Mr. Scott said he has spoken to some of the Council members, Mr. Shanaberger (before he left) and to Mr. Brown at VDOT. Mr. Brown advised that all the streets in Town except for a few are owned and maintained by VDOT. Mr. Brown told him the machines to draw lines is in storage but as soon as the weather breaks, they will get the equipment out and get it done. According to Mr. Scott, the older generation is scared to park on the street without lines. He thinks Court Street is more suitable than Church Street for parking. Mr. Scott said he spoke to about 90% of the people and businesses and they are not opposed to the parking request.

Council thanked them for attending.

Adoption of the Consent Agenda:

On a motion by Mrs. Puckette, seconded by Ms. Spiggle, Council voted to adopt the consent agenda for Monday, February 7, 2022 as presented. All members present voting aye. Motion carried 5-0.

Unfinished Business – none

New Business – Staff was directed to approach the Virginia Department of Transportation (VDOT) to acquire more information regarding the request for parking spaces on Court Street.

Council Standing Committee Reports:

Finance & Planning Committee – Mrs. Puckette is hoping to have a meeting soon with Mr. Garrett regarding the American Rescue Plan Act (ARPA) funding projects.

Physical Development Committee - None

ARPA Committee - None

Citizen Comment:

None

Town Manager's Report:

Mrs. Casto reported on the following item:

Several questions were asked at the last meeting, and I wanted to provide a response to those:

- Mr. Boyce asked how many residential customers are affected on average by the minimum only water bill, i.e. those using 2000 or less gallons per month. According to the 2019 water study performed by Hurt & Proffitt, Inc., of 787 total customers, 271 customers are affected on average.
- Mr. Garrett asked what the ongoing maintenance costs were going to be once the Smart Scale project is complete. The Virginia Department of Transportation (VDOT) provided the handouts located with your agenda material.
- Lastly, for the last few months or more, Mr. Shanaberger had been working with the Virginia Department of Transportation (VDOT) concerning an alternate truck route. The Traffic Engineering Review of an alternate truck route has been conducted to determine if an alternate route for trucks could be established. Traffic Engineering concurs with the Residency recommendation to have trucks use an alternate Truck Route. The route will require the installation of new signs. The signs have been ordered and will be installed upon arrival. A copy of the report is located with your agenda material.

Town Economic Development Authority

- Just a reminder of the vacancy on the Town of Appomattox Economic Development Authority. If you know of anyone who has expressed interest to you, please direct them to the Town's website or let me know and I can contact them.
- The February 2022 meeting was cancelled due to the lack of agenda items.

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**Regular Council Meeting**  
**February 7, 2022**

Planning Commission

Will meet tomorrow for a rescheduled meeting, February 8, 2022 at 6:00 p.m.

Grants

- A meeting of project management team of the Appomattox Downtown Revitalization Grant is scheduled for Thursday, February 17, 2022 at 5:30 p.m. – here at the Town Hall.
  
- The Church Street Water Line Replacement Project is moving along. The materials only portion of the project has been approved by Rural Development. The installation portion of the project is estimated for bid advertising on April 10, 2022, with a pre-mid meeting on April 22, Bid opening on May 6<sup>th</sup> and Town Council approval on May 9<sup>th</sup>.

In the meantime, the Town will be working with Rural Development to finalize the closing of the loan.

Virginia Municipal League

Local Government Day was last Thursday, February 3, 2022 and was attended by Mayor Conner and Councilmember Spiggle. They may have additional information to share.

Trash Collection Policy

Surveys to Town residents/businesses should be arriving this week in the mail concerning additional trash cans.

February Workshop Meeting

Council Workshop meeting is Tuesday, February 22, 2022 at 6:30 p.m.

Council Comment:

Tilton – None

Boyce – None

Spiggle – The VML – Local Government Day in Richmond last week was very informative.

Simpson – None

Puckette – Continue to pray for Rev. Carlton Duck as his surgery is scheduled for February 9, 2022.

Closed Session:

On a motion by Mrs. Puckette, seconded by Mr. Simpson, Council voted to convene in 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.

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**Regular Council Meeting**  
**February 7, 2022**

Vote: Tilton – yes, Boyce – yes, Spiggle – yes, Simpson – yes, Puckette – yes. Motion carried 5-0.

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

Vote: Tilton – yes, Boyce – yes, Spiggle – yes, Simpson – yes, Puckette – yes. Motion carried 5-0.

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 Ms. Spiggle, seconded by Mr. Simpson, Council voted to adjourn at 7:45 p.m. All members present voting aye. Motion carried 5-0.

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Roxanne W. Casto, MMC  
Clerk

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Richard C. Conner  
Mayor

1 | **Appomattox Town Council  
Workshop Meeting  
February 22, 2022**

The Appomattox Town Council held a Workshop meeting on Tuesday, February 22, 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, Mary Lou G. Spiggle, Aaron M. Tilton.

Absent: Nathan A. Simpson

Others: Courtney Mendenhall, Times-Virginian; Susan Chapman, CPA and Hailey Fox, CPA, Brown Edwards & Co; 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 – Susan Chapman, CPA, Director with Brown Edwards & Company, LLP presented the FY 2021 Annual Audit for the Town of Appomattox. She also introduced Hailey Fox, CPA who was responsible for much of the field work for the Town audit. Overall, the FY 2021 went well. There are no outstanding issues. This was the Town’s first year for a single audit because the Town received over \$750,000 in federal funding. The cash balances are back up due to the closing of the USDA grant/load for the sewer project. The fund balances are also still very healthy. There are 28 months of expenses in reserves and that is very healthy.

Mrs. Chapman said there were no new comments in the report this year. The management responses will be in the final report. New next year will be the standards for leases. The amount (number) of journal entries for year end are much less than prior years. The Town has come a long way since Brown Edwards started auditing the Town in 2010. Water and Sewer funds are finally paying for themselves.

The Appomattox Town Council thanked Mrs. Chapman and Ms. Fox for the report.

Discussion Items:

On a motion by Ms. Spiggle, seconded by Mr. Garrett, Council voted to accept the FY 2021 Audit for the Town of Appomattox as presented by Brown Edwards and Company, LLP. Boyce – aye, Garrett – aye, Puckette – aye, Spiggle – aye, Tilton – aye. Motion carried 5-0.

Council Comment:

None

Council Standing Committee Reports:

American Rescue Plan Act (ARPA) Committee –

Mrs. Puckette provided an updated list compiled by Mr. Elder and the committee (Garrett & Puckette).



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**Workshop Meeting**  
**February 22, 2022**

Staff Reports:

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

- USDA Sewer Project – I&I Project: The punch list is in progress on the project.
- The department repaired a couple of water leaks and sewer backups.

Mrs. Ray, Town Treasurer presented the financial report as of January 31, 2022, also stating that the 2022 Business License is due by March 1<sup>st</sup> and the FY 2023 Budget preparation are underway.

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

- There will be a joint public hearing on Tuesday, March 1, 2022 at 6:00 p.m. of the Town Planning Commission and Town Council to hear citizen input on (2) zoning amendments to the Appomattox Town Code. Council was encouraged to bring any questions or concerns to the meeting.
- The Town Council provided consensus to begin the budget work sessions at 5:45 p.m. on the nights of Regular and Workshop meetings.

Closed Session:

On a motion by Mr. Garrett, seconded by Ms. Spiggle, Council voted to convene in Closed Session, pursuant to Section 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, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically property identified as Tax Map #64A5-13-9.

Vote: Boyce – yes, Garrett – yes, Puckette – yes, Spiggle – yes, Tilton - yes. Motion carried 5-0.

The meeting was reopened to the public.

Certification of Closed Session:

Council Member Tilton 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

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**Workshop Meeting**  
**February 22, 2022**

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

Vote: Boyce – yes, Garrett – yes, Puckette – yes, Spiggle – yes, Tilton - yes. Motion carried 5-0.

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 Puckette, Council voted to adjourn at 8:10 p.m. All members present voting aye. Motion carried 5-0.

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Roxanne W. Casto, MMC  
Clerk

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Richard C. Conner  
Mayor

**File Attachments for Item:**

2. Consideration of appointments to the Housing Oversight Board for the Greater Meadowlark Housing Program.

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TOWN MANAGER  
GARY L. SHANABERGER

*Town of Appomattox*



MAYOR  
RICHARD C. CONNER

COUNCIL MEMBERS:  
JAMES J. BOYCE, SR.  
TIMOTHY W. GARRETT  
CLAUDIA G. PUCKETTE  
NATHAN A. SIMPSON  
MARY LOU SPIGGLE  
AARON M. TILTON

CLERK OF COUNCIL  
ROXANNE W. CASTO, MMC

To: Mayor & Council Members

From: Roxanne Casto, Interim Town Manager/Clerk of Council

Date: Staff Recommendation for Housing Oversight Board for the Greater Meadowlark  
Housing Program

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As part of the requirements of receiving the Department of Housing & Community Development grant for the Greater Meadowlark Housing Project, there must be a Housing Oversight Board to determine eligibility for program income to be used for future projects. It is recommended that the Town Manager or Clerk of Council, Public Works Department employee and one Town Council member serve on the board.

The balance of the program income is approximately \$9,590.00.