



Appomattox Regular Council meeting Agenda

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

Monday, August 09, 2021

7:00 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 the public hearing is to hear public comments for proposed changes to the Water and Sewer Policy User Charges (including Water and Sewer Rates), Connection and Availability Fees Administrative Policy with an effective date of October 1, 2021.

c) Proposed Out of Town Water Rates:

	0 – 2000 gallons	Charge per 1000 gallons over 2000
October 1, 2021	\$17.40	\$9.60
July 1, 2022	\$17.85	\$9.90

These rate changes are to be enacted pursuant to Section 15.2-2109 et. seq., with specific reference being made to Sections 15.2-2119 and 15.2-2122, of the Code of Virginia, 1950 as amended. Documentation, including the complete ordinance and other information concerning the documentation for the proposed fee are available at the Appomattox Town Office, 210 Linden Street, Appomattox, Virginia from 8:30 a.m. until 4:30 p.m., Monday through Friday. If you have any questions, please contact Kimberley W. Ray, Treasurer or Gary L. Shanaberger, Town Manager at 434-352-8268.

Mayor's Comments

Scheduled Public Appearances

Adoption of the Consent Agenda - August 9, 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. Minutes:

June 29, 2021 Workshop Meeting

July 12, 2021 Regular Meeting

Unfinished Business

New Business

3. Consideration to amend the Town of Appomattox Water and Sewer Policy to include User Charges, Connection and Availability Fee, Administrative Policy by increasing the out of town water rates effective October 1, 2021 and thereafter with a multiplier factor of 1.5.
4. Consideration to approve an Amendment to the Appropriations Resolution of the Appomattox Town Council adopting the Fiscal Year 2021-2022 Budget for the Town of Appomattox, VA to set the Personal Property Tax Relief rate for FY 2022.
5. Consideration to amend the Fund Balance Policy for the Town of Appomattox.
6. Consideration to advertise a Joint Public Hearing for Tuesday, August 24, 2021 at 6:00 p.m. for an Ordinance of Vacation for an unopened street by Blue Ridge Medical on Jones Street.

Council Standing Committee Reports

Citizen Comment

Town Manager's Report

Council Comment

Adjournment

File Attachments for Item:

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PUBLIC HEARING NOTICE
Monday, August 9, 2021
TOWN OF APPOMATTOX
WATER MONTHLY OUT OF TOWN USER RATES

The Town of Appomattox will hold a public hearing on **Monday, August 9, 2021 at 7:00 p.m.** at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia.

The purpose of the public hearing is to hear public comments for proposed changes to the Water and Sewer Policy User Charges (including Water and Sewer Rates), Connection and Availability Fees Administrative Policy with an effective date of October 1, 2021.

c) Proposed Out of Town Water Rates:

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File Attachments for Item:

2. Minutes:

June 29, 2021 Workshop Meeting

July 12, 2021 Regular Meeting

1 | **Appomattox Town Council
Workshop Meeting
June 29, 2021**

The Appomattox Town Council held a Workshop meeting on Tuesday, June 29, 2021, at 6:00 p.m. at the Appomattox Municipal Building, Council Chambers, 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 and Claudia G. Puckette.

Others present: Chad Hodges, Carlton Duck, Alive Media TV; Jeff Westbrook, Times Virginian Newspaper; Jeff Elder, Facilities Director; Gary Shanaberger, Town Manager; Kim Ray, Treasurer; 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.

Discussion Items:

Mr. Simpson requested the discussion of water capacity and feasibility of expanding capacity using existing Town wells.

On a motion by Mrs. Puckette, seconded by Ms. Spiggle, Council voted to hold a public hearing to amend the FY 2022 Water Fund budget for the Town of Appomattox by increasing expenditures by \$150,000. All members present voting aye. Motion carried 6-0.

Note: Mr. Boyce left the meeting at 6:55 p.m.

Council requested an action item on the July 12, 2021, Council Agenda to discuss holding a public hearing on out-of-town water rates.

Council Comments:

Ms. Spiggle reminded everyone of the July 3 Fireman and Fireworks event.

Council Standing Committee Reports:

None

Staff Reports:

Mrs. Kim Ray, Treasurer provided the Treasurer's Report for revenues and expenditures though May 31, 2021.

Mrs. Casto, Clerk reminded Council of the Virginia Municipal League Conference planned for October 3 – 5, 2021 in Leesburg, Virginia.

2 | **Appomattox Town Council**
Workshop Meeting
June 29, 2021

Mr. Jeff Elder, Facilities Director reported that the Public Works crew would be working 7:00 a.m. – 3:30 p.m. the remainder of the week due to the extreme heat.

Mr. Shanaberger provided an update on the following items:

- The Town is expecting to receive the American Rescue Plan funding tomorrow and there is a webinar tomorrow, June 30 as well. Staff expects to learn more about the opportunities to spend these funds.
- Work by staff continues on the USDA loan/grant for the Church Street Waterline Replacement Project.
- Staff expects completion of the Request for Qualifications for the engineering and project management services of the Town Depot exterior renovations.
- The July 3rd Fireworks are set for 9:30 p.m. near the Appomattox County High School.
- Mr. Fowler begins on July 1 as the part-time Zoning Administrator.

Adjournment:

On a motion by Mr. Garrett, seconded by Ms. Spiggle, Council voted to adjourn at 7:15 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
July 12, 2021

The Appomattox Town Council held a Regular Council meeting on Monday, July 12, 2021, 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, Mary Lou Spiggle, Timothy W. Garrett, Claudia G. Puckette and James J. Boyce.

Others present – Members of the Appomattox County High School Softball Team and FFA Chapter, Carlton Duck, Alive Media TV; Chad Hodges, Hurt & Proffitt, Inc.; Jeff Elder, Facilities Director; Courtney Mendenhall, Times Virginian; Gary Shanaberger, Town Manager; Kim Ray, Treasurer; and Roxanne W. Casto, Clerk of Council.

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 and welcomed the visitors.

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:

None

Scheduled Public Appearances:

Mayor Conner read the following proclamation honoring the 2021 State Championship Softball Team:

**A PROCLAMATION HONORING
THE APPOMATTOX COUNTY HIGH SCHOOL
2021 STATE CHAMPIONSHIP SOFTBALL TEAM**

WHEREAS, the Appomattox County High School Softball Team won the 2021 VHSL Softball State Tournament (Virginia) Class 2; and

WHEREAS, the Appomattox County High School Softball record was 16-0; and

WHEREAS, the team batting average was .363, with 3 players hitting over 500 and 4 hitting over 300; and

WHEREAS, there were 11 home runs, 49 stolen bases, fielding average .981, ERA 0.23, 211 strikeouts, 4 perfect games thrown, including 2 in the playoffs, scoring 139 runs giving up only 10; and

WHEREAS, Head Coach Janet Rawes, along with assistant coaches J. Hackett and T. VanEngen, team members, team member parents, faculty and student body at Appomattox County High School were integral in guiding the team to victory during the season;

NOW, THEREFORE, BE IT RESOLVED, that I, Richard C. Conner, Mayor of the Town of Appomattox along with my fellow Councilmembers, do hereby proclaim July 12, 2021, as “2021 Appomattox Raider Softball Team Day” in honor of the 2021 State Champion Softball Team.

FURTHER, I urge all citizens of Appomattox County to join me in recognizing and celebrating the team’s achievement and wish the members of the team continued success.

Richard C. Conner, Mayor, Town of Appomattox

Mayor Conner read the following proclamation honoring the 2020-2021 FFA Chapter:

A PROCLAMATION HONORING

**THE APPOMATTOX COUNTY HIGH SCHOOL
2020-2021 FFA CHAPTER**

WHEREAS, the Appomattox Sr. FFA received top honors at the 95th Virginia FFA Convention; and

WHEREAS, a hybrid 3 day virtual and 1 day in person convention took place in Rockingham County; and

WHEREAS, the Appomattox Chapter placed first in the National Chapter Award contest, out of 186 chapters and 9,901 FFA members across the Commonwealth; and

WHEREAS, the National Chapter Award contest is grounded in three divisions, Growing Leaders, Building Leaders, and Strengthening Agriculture; and

WHEREAS, Appomattox was selected for its extensive program of activities, notably during the 2020-2021 school year were its livestock stock team, degree recognition event, harvest bag agricultural education kits, and its dynamic relationship with the Appomattox FFA Alumni Association; and

WHEREAS, this milestone was accomplished under the direction of the 2020-2021 Chapter FFA officer team.

THEREFORE, I, Richard C. Conner, Mayor of the Town of Appomattox, do hereby proclaim July 12, 2021, as “2020-2021 Appomattox FFA Chapter Day” in honor of the State Champion Veterinary Science Team and Top FFA Chapter in Virginia.

FURTHER, I urge all citizens of Appomattox County to join me in recognizing and celebrating the chapter's achievement and wish the members of the chapter continued success.

Richard C. Conner, Mayor, Town of Appomattox

Adoption of the Consent Agenda:

On a motion by Mr. Boyce, seconded by Mr. Simpson, Council voted to adopt the consent agenda with the addition of New Business #2 – Discussion of the letter received by Mr. Shanaberger from Appomattox County Administrator, Susan Adams. All members present voting aye. Motion carried 6-0.

Unfinished Business:

None

New Business:

On a motion by Mr. Simpson, seconded by Ms. Spiggle, Council voted to set a public hearing regarding an increase of 1.5 times crease for water rates for out-of-town customers with an effective date of October 1, 2021. All members present voting aye. Motion carried 6-0.

The Clerk noted the public hearing will be scheduled for Monday, August 9, 2021.

On a motion by Mr. Boyce, seconded by Mr. Simpson, Council discussed setting a date, agenda items and arrangements. Mr. Boyce rescinded the motion as stated, Mr. Simpson also rescinded his second. Council directed Mr. Shanaberger to work on the arrangements of setting up a joint meeting with the Appomattox County Board of Supervisors.

Council Standing Committee Reports:

Mrs. Puckette stated she understands from Mrs. Ray, Town Treasurer that the Town has received the first level of funding from the American Rescue Plan Act (ARPA). Mrs. Puckette and MR. Garrett will be meeting on Wednesday afternoon, July 14th to discuss the number of possibilities to use the funding for and return to the workshop meeting on July 27th with options.

Citizens Comment Period:

None

Town Manager Updates –

Mr. Shanaberger provided an update on the following activities:

- In old news, the state of emergency in Virginia due to COVID-19 ended on June 30, 2021. The General Assembly had included in their Appropriations Act of 2021 – utility disconnects could resume 60 days after the stated end of the emergency. Basically, the Town can continue its normal way of business including disconnections on those accounts that need to be disconnected on September 1, 2021. Mrs. Ray and staff are

going to send reminders to customers for the next 2 months and with the next 2 billings to let people know that disconnections for non-payments will resume on September 1. Hopefully, that will encourage those that need help and assistance with payment plans will contact the Town.

- The Appomattox Downtown Revitalization Project has two more properties under contract. Mikula Harris received great feedback from the first group of interviews.
- Davenport will be attending the July 27, 2021, Workshop meeting to provide an update on the financial analysis.
- The Fireworks on July 3rd went well. The Town received lot of compliments.
- The cell tower construction on Founders Lane by US Cellular is expected to start within the next week to 10 days. Construction is expected to take 30 days.

Council Comments –

Tilton – none

Boyce – none

Spiggle – none

Garrett – none

Simpson – none

Puckette – In light of what has happened this week, it would be beneficial to the Council if we went back for the last 10-12 years and wrote a letter to our town citizens and give it to the newspaper outlining the accomplishments. We need to stand up for ourselves and why the Town needs to exist.

On Sunday, she started greeting at church (Liberty Baptist Church) and there is a lot of traffic on Lee Grant Avenue. Perhaps we could ask Sheriff Simpson to place the machine there to assist in slowing people down. It just isn't safe.

After the last meeting, Mr. Elder was telling me about contracts for water and I looked into that a little further and I understand, and we all need to know this going forward. A contract for water is not like a real estate contract. Most of them are not set for 20 years, some are, some are less, some until further notice. If we do get the opportunity to negotiate that (water contract) we try to lengthen this to get the investment back. If you negotiate time, we could negotiate rates. Believes the 20-year contract is a little on the low side.

Mayor Conner commented also on the closeness of the passing of the school buses on Lee Grant Avenue.

Adjournment:

On a motion by Mr. Garrett, seconded by Mr. Simpson, Council voted to adjourn at 8:05 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:

3. Consideration to amend the Town of Appomattox Water and Sewer Policy to include User Charges, Connection and Availability Fee, Administrative Policy by increasing the out of town water rates effective October 1, 2021 and thereafter with a multiplier factor of 1.5.



TOWN OF APPOMATTOX
WATER AND SEWER POLICY
TO INCLUDE
USER CHARGES
CONNECTION AND AVAILABILITY FEE
ADMINISTRATIVE POLICY

TOWN OF APPOMATTOX - WATER AND SEWER POLICY
USER CHARGES CONNECTION AND AVAILABILITY FEES
ADMINISTRATIVE POLICY

<u>ACTION</u>	<u>DESCRIPTION</u>	<u>DATE</u>
	Policy Adoption	December 29, 1988
(1)	Amended Water & Sewer Availability Fee Schedule Revised Water Availability Fee from \$600.00 to \$500.00 and Sewer Availability Fee from \$1,000.00 to \$500.00. Revised (decreased) schedule for all other types of service for both Water and Sewer Availability Fees	March 13, 1989
(2)	Revised Deposits - Section "F" to permit discretion in amount of deposit; also amended penalty policy outlined in Billing Policy Section G.	December 29, 1989
(3)	Revised Water & Sewer Rates, Connection Fees, Availability Fees, Deposits and Billing Policy	January 1, 2001
(4)	Amended Policy and added Water Conservation Plan	July 8, 2002
(5)	Revised Water and Sewer Rates, Connection Fees, Availability Fees	July 1, 2004
(6)	Revised Water and Sewer Rates	July 1, 2005
(7)	Revised Water and Sewer Rates, Out of Town Factor	July 1, 2006
(8)	Revised Water and Sewer Rates, Out of Town Factor, Billing Policy	November 13, 2006
(9)	Revised Water and Sewer Rates (with an effective date of July 1, 2008)	April 29, 2008

(10)	Elimination the out of town factor of 1.5 for Water and Sewer Monthly Billing Rates, Connection and Availability fees.	July 1, 2010
(11)	Revised Water and Sewer Rates	July 1, 2012
(12)	Revision to the Connection Charges to add A Companion Water Meter for Irrigation Service	July 9, 2012
(13)	Omit D – Account Charge, Revise E – Deposits Increasing to \$300, amend F – Billing Policy to Correspond with the Accounts Receivable Policy, Amend G – Unauthorized Connections/Cross-Connections citing the Town Code Section	July 9, 2012
(14)	Revised Availability & Connection Costs	July 1, 2013
(15)	Addition of “L” – Policy for Relief from Excessive Sewer Bill due to Undetectable Water Line Leak or Break.	October 16, 2013
(16)	Addition of “M” - Sewer Only Policy	March 9, 2015
(17)	Revised Water and Sewer Rates	July 1, 2019
(18)	<i>Proposed increase in out-of-town water rates effective October 1, 2021 and thereafter with a multiplier factor of 1.5.</i>	<i>October 1, 2021</i>

A. User Rates - Billing Period: Monthly

Rates effective July 1, 2019

a) Water Rates:

	0 – 2000 gallons	Charge per 1000 gallons over 2000
July 1, 2019	\$11.00	\$6.00
July 1, 2020	\$11.30	\$6.20
July 1, 2021	\$11.60	\$6.40
July 1, 2022	\$11.90	\$6.60

b) Sewer Rates:

	0 – 2000 gallons	Charge per 1000 gallons over 2000
July 1, 2019	\$30.60	\$17.25
July 1, 2020	\$31.50	\$17.77
July 1, 2021	\$32.40	\$18.30
July 1, 2022	\$33.40	\$18.85

c) *Out of Town water rates:*

	0 – 2000 gallons	Charge per 1000 gallons over 2000
October 1, 2021	\$17.40	\$9.60
July 1, 2022	\$17.85	\$9.90

Notes:

1. Billing Period – Monthly
2. Equivalent Residential Connections (ERC) computed on the basis of 4400 gallons of water purchased per month equal to one (1) ERC. Equivalent Residential Connections (ECR) computed on an annual basis and applied during the budget or fiscal period. Unless there is a measured 15% change (increase or decrease) in water purchased.

B. Connection Fees: Connection fees are defined as a charge designed to cover the cost of making the connection.

IN-TOWN & OUT-OF-TOWN

Water

- Standard ¾" water connection with water main located on same side of the road as the residents \$1,500.00.
- 1" Water Connection - \$2,000.00
- Multi-Family/Unit - \$1,200.00
- For connection larger than ¾", and require installing service line across any primary or secondary roads, cost of connection shall be at cost of materials and labor.

Sewer

- Standard 4" residential connection with sewer main located on the same side of the as the residents \$2,200.00.
- 6" Sewer Connection - \$2,600.00
- For connection larger than the standard, and or installing service line across any primary or secondary roads, cost of connection shall be at cost of materials and labor.

Residential Companion Water Meter for Irrigation Service - \$420.00

Utilities - Residential Companion Meter for Irrigation Service

Town of Appomattox Utilities Department offers a residential companion meter to residents who have paid connection fees for a primary residential meter and would like a second meter to measure outside water use separately. No wastewater charges are applied to the residential companion meter, since outside water does not enter the sewer system. The residential companion meter for irrigation is available at a cost of \$420. It is not available for commercial use or entrances to subdivisions and their common areas.

How can I get a residential companion meter for an irrigation system?

To receive a residential companion meter, obtain a county plumbing permit specifically for a residential companion meter for irrigation service. The plumbing permit must include the installation of the backflow device for a residential companion meter. Plumbing permits can be obtained at the Appomattox County Department of Building Inspection, 153-A Morton Lane, Appomattox, Virginia.

Once the plumbing permit is obtained, contact the Town of Appomattox Utilities Department for a water connection application, located at 210 Linden Street, Appomattox, Virginia. The Utilities Department can be reached at 434-352-8268.

When and where will it be installed?

Town of Appomattox Utilities Department usually can install the residential companion irrigation meter within 14 calendar days after receiving an application, plumbing permit, and a connection fee of \$420. Town of Appomattox Utilities Department will choose the exact location of the residential companion meter that is installed near the domestic meter.

What inspections are required after the work is complete?

After the residential companion meter is installed, it is the customer's responsibility to connect the irrigation piping to the companion meter. The customer may install his or her own irrigation system or contract the work to a plumber or irrigation contractor. The installation of all irrigation lines must meet the town's plumbing requirements at all times. All irrigation systems must include the installation of a backflow preventer between the residential companion meter and the irrigation system. When all work is completed, the customer must contact Appomattox County Building Inspections at 434-352-2637 for a final inspection of the installation and the backflow preventer. The backflow preventer must be tested within 30 days of the final inspection and annually thereafter by a "backflow prevention device technician" as certified by the Virginia Department of Professional and Occupational Regulations. The Town of Appomattox does not perform testing on these private backflow-prevention devices, set testing rates, or collect any revenue from these tests.

Why do I need a backflow preventer if I use a companion meter with an irrigation system, and how do I file the test results?

Backflow preventers play an important role in protecting drinking-water supplies, and the testing is required by the Virginia Department of Health. Test results must be returned to Town of Appomattox Utilities Department, P.O. Box 705, Appomattox, VA 24522. The Backflow Prevention Assembly Test Report can be found online at www.townofappomattox.com under Cross-Connection Control and Backflow Prevention Program. Call 434-352-8268 for more information.

How will I be billed?

After the residential companion meter is installed, the irrigation information, including meter number, billing period and usage, will be itemized on your next bill. Domestic water-meter usage is categorized as water service, and residential companion-meter usage is categorized as irrigation service. Both service charges are shown as line items in the transaction description and are included in the balance due.

C. Water and Sewer Facilities - Availability Fees

The purpose of the availability fees is to defray the continuing cost of providing water treatment, transmission mains, pumping stations, storage facilities, sewage treatment, sewer collection, and other capital items.

The charge for availability fee for water and sewer service shall be made for each new service in accord with the following schedule.

	<u>WATER</u>	<u>SEWER</u>
1. Single Family Dwelling ¾" Water & 4" Sewer	\$2500.00	\$3000.00
1" Water & 6" Sewer	\$3500.00	\$5000.00
2. Multi-Family, per family unit (Duplexes, condominiums, town- houses, apartments & mobile homes) *Per family unit is considered separately	\$1200.00	\$1900.00
3. Motel (per unit or room) (excluding on-site laundry)	\$300.00	\$500.00
4. Restaurants (per seat)	\$100.00	\$200.00
5. Laundromats (per machine)	\$900.00	\$1200.00
6. Nursing Homes (per bed)	\$400.00	\$500.00
7. Homes for the age (per bed)	\$300.00	\$400.00
8. Hospitals (per bed)	\$600.00	\$900.00
9. Doctor's Office (per patient bed)	\$400.00	\$500.00
10. Theaters, drive in type (per car)	\$40.00	\$50.00
11. Theaters, auditorium type (per seat)	\$40.00	\$50.00
12. Picnic areas (per person & park capacity)	\$40.00	\$50.00
13. Camps, resorts, overnight (per site)	\$40.00	\$50.00
14. Luxury camps with flush toilets (per camp site)	\$200.00	\$300.00

15. Any proposed use not covered above or in cases where a higher factor, hardship or community waiver is recommended by Staff, the Town Council shall make the final decision based upon written application with supporting data.

Availability charges for any water or sewage use not classified above shall be based on an equivalent residential use (ERU) determination by the Town Manager. Each ERU determined shall be assessed a charge of \$1200.00 per ERU for water and/or \$1900.00 respectively. The ERU determination shall be based on the building or premise water use for existing users, and on projected use or discharges for new users. Projected use or discharges shall be estimated utilizing design analysis and/or records of similar uses. All projected ERU determinations discharge to determine the accuracy of the ERU determination. If the ERU determination was high, the Town will refund the availability fee overpayment. Should any building use change placing a greater demand on the water or sewer system, additional availability fees may be assessed by the Manager based on the additional demand, with full credit given for availability fees already paid.

D. Deposits

All new accounts for rental property will be required to place a \$300 security deposit along with their application for utility service. If property is rental property, the owner will be required to sign the acknowledgement that accompanies the application for the new account. New account holders with local, state, or federal rental assistance will be exempted from the security deposit with proof of such assistance.

E. Billing Policy - All bills are due and payable upon receipt. Bills are due on the 20th of each month. If a balance goes unpaid after the 20th of the month a 10% penalty will be added to the bill. A second notice is mailed immediately after the penalty is applied/assessed. The cut-off date is after the fifth (5th) day of the month following the due date of the original bill. A \$25 disconnect fee will be charged for any customer cut-off for non-payment and a \$25 reconnect fee will be charged to restore service. When restoration of service is then requested, the past due bill, penalty and reconnection charge (availability charge) will be due before service is restored.

G. Unauthorized Connections/Cross-Connections - The connection for any other water supply to the Town's system is strictly prohibited. See Cross-Connection Control Policy - §190-46.1 – 46.11 Division 2 Cross Connection Control; Backflow Prevention (Amended May 4, 2011) of the Code of the Town of Appomattox.

Cross-Connections of a private or an auxiliary water system to the Town's public water system is restricted according to the WATERWORKS REGULATIONS FOR PUBLIC DRINKING WATER SUPPLY as adopted by the Commonwealth of Virginia Department of Public Health.

H. Use of Service - The new service applicant is expected to begin use of water within thirty (30) days from the date of which such service is made available. Therefore, billing will commence at the end of this thirty-day period in accordance with prescribed rates, terms and conditions.

I. Out-of-Town Customers – **For all out-of-town water customers, the monthly rate shall be multiplied by a factor of 1.5.** There shall be no difference in monthly **sewer** fees, connection or availability for customers or connections for in-town or out-of-town customers.

- J. The Town of Appomattox reserves the right to review each request or service and evaluate both the requested service requirements and available system well and storage capacity. Appropriate management of available system resources will be exercised by the Town Council with respect to new connections.
- K. The Town of Appomattox reserves the right to institute any and all measures deemed necessary in the event of a natural disaster, emergency, drought or other conditions which impacts on the water system. All measures considered will be as reasonable as possible. Generally residential customer service, although it may be curtailed, will be given highest service priority.
- L. **POLICY FOR RELIEF FROM EXCESSIVE SEWER BILL- DUE TO UNDETECTABLE WATER LINE LEAK OR BREAK**

An adjustment may be made to an excessive sewer bill due to an undetectable water line break or leak on the customer's side of meter, which the customer could not reasonably detect until notified of a high consumptive bill is received. The determination of reasonable shall rest with the Town Manager or their designee. An adjustment can be made to the sewer bill. The adjustment may be made to one (1) or no more than two (2) consecutive billing cycles if the leak or break is repaired within 15 days after notification or receipt of the monthly bill indicating excessive water consumption. The property owner shall be responsible for notifying the Town of Appomattox, in writing, that the leak has been repaired. An adjustment for water loss cannot be applied to the water bill without the approval of the Town Council; however, the Town Manager or his designee may make an adjustment to water in the event that the water loss was due to an Act of God. The Town of Appomattox reserves the right to verify the repairs prior to issuing a water bill adjustment. The water bill will be adjusted based on the following:

SEWER

(1) The sewer commodity charge will be assessed based on the water consumption from a previous similar billing cycle. If no similar billing cycle is available, the Town Manager or their designee will determine the water consumption amount based on accepted industry averages for the type of sewer customer in question.

FILLING OF SWIMMING POOLS, PORTABLE TANKS, ETC.

Water customers desiring their water meters to be read before and after the filling of their swimming pool, portable tank, etc. in order to avoid the sewer commodity charge for that water consumption shall notify the Town of Appomattox Utility Department a minimum of two days prior to the filling a swimming pool, portable tank, etc. The Town of Appomattox will certify the amount of water used and the customer will not be charged a sewer commodity charge on the amount of water used to fill the swimming pool, portable tank, etc.

- M. **SEWER ONLY POLICY**

Purpose

The purpose of this policy is to establish guidelines for disconnecting customer's sewer service for non-payment.

General

All Town of Appomattox customers that are connected to the town sewer system without being connected to the town water system will be charged a minimum fee according to the town's current sewer rates. Property owners must maintain sewer only accounts in their names. Failure to pay the sewer rate, will lead to sewer connections being plugged and reported to the Appomattox County Health Department

A connection fee of \$25.00 and disconnection fee of \$25.00 will be charged to the property owner's account.

Payment Plans

Any request for a payment plan must be approved by Town Council or authorized personnel.

Availability fees to be determined on the basis of equivalent residential connections and the equivalent residential availability charge.

8/4/2021 11:00 AM H20POLICY - COMPLETE ORIGINAL

Town of Appomattox Water Conservation Plan

Adopted July 8, 2002

- I. Purpose – During the continued existence of climatic, hydrological and other extraordinary conditions, the protection of the health, safety and welfare of the residents of the Town of Appomattox may require that certain uses of water, not essential to the public health, safety and welfare, be reduced, restricted or curtailed. As the shortage of potable water becomes increasingly more critical, conservation measures to reduce consumption or curtail essential water use may be necessary. The Plan is intended to ensure that a dwindling water supply is conserved and managed prudently to meet the Town's needs of water supply availability. The Plan only applies to water from the Town's water system and does not include such water as trucked in water, or rainwater.

II. Background

- A. The Town has seven primary sources of Supply with projected safe yields as follows:

1.	Well # 1	50,000	gallons per day;
2.	Well # 5	48,000	gallons per day;
3.	Well # 9	25,000	gallons per day;
4.	Well # 15	60,000	gallons per day;
5.	Well # 25	20,400	gallons per day;
6.	Well # 41	84,000	gallons per day;
7.	Well # 42	32,400	gallons per day;
Total		319,800	gallon per day

(Note that the Total Gallons Per day are Base on a 12 hour of run time)

- B. Safe Yield is defined as the maximum dependable draft that can be made continuously on a source of water supply (groundwater) during a period of years during which the probable driest period or period of greatest deficiency in water supply is likely to occur. Dependability is relative and is a function of storage provided and drought probability

- C. Current annual withdrawal rates are as follows:

1. Well # 1 30,000 gallons per day;
2. Well # 5 40,000 gallons per day;

3. Well # 9 20,000 gallons per day;
4. Well # 15 50,000 gallons per day;
5. Well # 25 17,000 gallons per day;
6. Well # 41 70,000 gallons per day;
7. Well # 42 27,000 gallons per day;

Total 254,000 gallon per day

(Note that the Total Gallons Per day are Base on a 10 hour of run time)

D. Reservoir storage statistics:

1. 1,000,000 gallon ground storage tank.
2. 100,000 gallon elevated storage tank.

The total water storage is 1,100,000 gallons with a 4.3 day water supply based on the current water usage.

III. Plan

Imposition of conditions of water allocation, conservation, restriction, and penalties are set forth in Exhibit B attached hereto and are made a part of this plan and will be implemented as set forth herein.

Condition 1 Normal Operations with up to 75 percent of time flow is equaled or exceeded. No restriction imposed.

Condition 2 Drought Watch with up to 75 to 90 percent of time flow is equaled or exceeded. Voluntary restrictions imposed.

Condition 3 Drought Warning with up to 90 to 95 percent of time flow is equaled or exceeded. Partial Mandatory restrictions imposed.

Condition 4 Drought Emergency with up to 95 percent of time flow is equaled or exceeded. Mandatory restrictions imposed.

- IV. The conservation, restrictions, allocations, and penalties provided for in the plan may be imposed on any water users or customers, who are defined as the person or entity whose name the water account is listed, or in appropriate circumstances, the person or entity in control of the property in question.

- V. Penalties for violations of the water restrictions set forth in the Plan may include one or more or any combination of the following:
1. Any charges as set forth in the plan or other ordinances or resolutions of the Town.
 2. Citation or warning of a violation of the plan or rules or regulations issued pursuant to the plan.
 3. Citation and assessment of a civil penalty against a water use for a violation of the plan or any rules or regulations pursuant to the plan when Condition 4 restriction is in effect in the amount of One Hundred Dollars (\$100.00) per day for residential users and Five Hundred Dollars (\$500.00) per day for commercial/industrial users, with each day of a violation constituting a separate violation.
 4. Immediate cutting off or termination of water service for multiple (more than one) violations of the Water Conservation Plan or any rules or regulations issued pursuant to the Plan and/or failure to pay any civil penalty assessed for violation thereof. Furthermore, water service will not be restored until all water bills, penalties, and the then current turn on fee are paid.
 5. Such other penalties or remedies as the Town Manager or Town Council may deem necessary to administer the Plan, including but not limited to injunctive relief or other appropriate legal proceedings.

EXHIBIT B

To Water Conservation Plan Dated July 1, 2002

Water Conservation Measures Conditions, Allocations, Restrictions, and Penalties

Condition 1: Normal Conditions exits whenever wells run an average of 8 to 10 hours per day.

Condition 2: Drought Watch exits whenever wells run in excess of 12 hours per day with up to 75 to 90 percent of time flow is equaled or exceeded.

Voluntary Conservation Restriction Imposed: Citizens are asked to not use water outdoors. Limited supplies of water are available, and the Town will call upon all water users to employ prudent restraint of water usage and to conserve voluntarily water by whatever methods are available.

Condition 3: Drought Warning exits whenever wells run in excess of 14 hours per day with up to 90 to 95 percent or time flow is equaled or exceeded.

Partial Mandatory Restrictions Imposed: Very limited supplies of water available, and the Town requires curtailment of non-essential (defined as not related to health, safety, fire suppression, other public emergencies, or water necessary to sustain business operations) outdoor water use including, but not limited to the following:

1. The watering of shrubbery, trees, lawns, grass, plants, or any other vegetation, except indoor plantings.
2. The washing of automobiles, trucks, trailers, boats, or any other any other type of mobile equipment except in commercial facilities operating with high pressure low consumption equipment or operation with a water recycling system. The Town Manager may curtail the hours of operation of commercial enterprises offering such services or washing their own equipment.
3. The washing of streets, driveways, parking lots, office buildings, exteriors of homes or apartments, or other outdoor surfaces except for commercial/industrial operations using high pressure low consumption equipment.

Condition 4: Drought Emergency exists whenever wells run in excess of 15 hour per day with up to 95 percent of time flow is equaled or exceeded.

Mandatory Restrictions Imposed : Critical limited supplies of water are available, and the Town requires mandatory water reductions for all customers and that certain actions occur as follows:

A.

1. Ceasing all outdoor water uses except for those user related to health, safety, fire suppression, other public emergencies, or water necessary to sustain business operations.
2. Ceasing operation of any ornamental fountain or other structure making a similar use of water.
3. Ceasing the filling or refilling of swimming pools, wading pools, and hot tubs.
4. Ceasing the use of water from fire hydrants for any purpose other than fire suppression or other public emergency.
5. Elimination of the serving of drinking water in restaurants, cafeterias or any other food establishment unless requested by the patron.

B.

1. Imposition of civil penalties against a water user for violation of water conservation rules or regulations or of the plan as set forth as Section V. of the plan.
2. Water Conservation Officers will continue to patrol the Town to warn citizens against the use of prohibited practices and may issue citations or warnings for such violations.

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File Attachments for Item:

4. Consideration to approve an Amendment to the Appropriations Resolution of the Appomattox Town Council adopting the Fiscal Year 2021-2022 Budget for the Town of Appomattox, VA to set the Personal Property Tax Relief rate for FY 2022.



AMENDMENT TO THE APPROPRIATIONS RESOLUTION OF THE APPOMATTOX TOWN COUNCIL ADOPTING THE FISCAL YEAR 2021-2022 BUDGET FOR THE TOWN OF APPOMATTOX, VA.

Amend Section IV:

BE IT FURTHER RESOLVED, in accordance with the requirements set forth in Section 58.1-3524(C)(2) and Section 58.1-3912(E) of the Code of Virginia, as amended by Chapter 1 of the Acts of Assembly (2004 Special Session 1) and as set forth in Item 503.E (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of Assembly any qualifying vehicle situses within the Town commencing January 1, 2021, shall receive personal property tax relief in the following manner:

- Personal use vehicles valued at \$1,000 or less will be eligible for 100% tax relief;
- Personal use vehicles valued at \$1,001 to \$20,000 will be eligible for 50.93% tax relief;
- Personal use vehicles valued at \$20,001 or more shall only receive 50.93% tax relief on the first \$20,000 of value; and
- All other vehicles which do not meet the definition of "qualifying" (business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program.

Attest:

Roxanne W. Casto, MMC, Town Clerk

Date

File Attachments for Item:

5. Consideration to amend the Fund Balance Policy for the Town of Appomattox.



FUND BALANCE POLICY

General Fund

Unassigned Fund Balance

- The Town of Appomattox will maintain an Unassigned General Fund Balance at a level that provides sufficient working capital and a comfortable margin of safety for emergencies and unexpected declines in revenue.
- The Town shall not use the Unassigned General Fund Balance to finance recurring operating expenditures.
- The Town will maintain an Unassigned General Fund Balance equal to ~~35%~~ 100% of General Fund revenues. In the event the Unassigned General Fund Balance is used to provide funding for unforeseen emergency needs, the Town will restore the Unassigned General Fund Balance to the minimum of ~~35%~~ 100% over five years.
- Funds in excess of the targeted ~~35%~~ 100% fund balance may be considered to supplement the Priorities and Initiatives Plan, capital projects, or as additions to fund balance.

Committed Fund Balance

- Committed fund balance includes amounts that can be used for specific purposes pursuant to constraints imposed by formal action of the highest level of decision making authority – Town Council. Formal Council action includes the annual adoption of the Town's Budget Resolution, Council Resolutions appropriating funds and/or resources, Budget amendments, and any carry forward appropriations of unexpended funds at fiscal year end.

Assigned Fund Balance

- Assigned fund balance includes amounts that are constrained by the government's intent to be used for specific purposes but are neither restricted nor committed. Fund Balance may be assigned either through the encumbrance process as a result of normal purchasing activity, or by the Town Manager or his designee.

Restricted Fund Balance

- Restricted fund balance includes amounts that have constraints placed on their use by external sources such as creditors, grantors, contributors, laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

Non-Spendable Fund Balance

- Non-spendable fund balance includes amounts that cannot be spent because they are either not in a spendable form such as inventories and prepaids or they are legally or contractually required to be maintained intact.

Enterprise Funds

Water Fund

- Minimum ending fund balance shall not be less than 25% of total fund appropriations with a target balance of 35% of total fund appropriations.
- Funds in excess of required fund balance may be considered for capital projects, non-recurring expenditures, or funding of necessary reserves.
- A rate review will be conducted at least every two years.

Sewer Fund

- Minimum ending fund balance shall not be less than 25% of total fund appropriations with a target balance of 35% of total fund appropriations.
- Funds in excess of required fund balance may be considered for capital projects, non-recurring expenditures, or funding of necessary reserves.
- A rate review will be conducted at least every two years.