



Appomattox Regular Council Meeting Agenda

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

Monday, December 14, 2020

7:30 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

Susan Chapman - Brown, Edwards & Company, LLP - Presentation of FY 2020 Annual Audit for the Town of Appomattox.

Adoption of the Consent Agenda - December 14, 2020

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.

[Approval](#) of minutes (attached)

Unfinished Business

None

New Business

1. Consideration to accept the FY 2020 Annual Audit for the Town of Appomattox, Virginia.

[2. Consideration](#) to approve FY 2021 Budget Amendments:

2021-006

2021-007

Council Standing Committee Reports

Citizen Comment

Town Manager's Report

Council Comment

Adjournment

File Attachments for Item:

Approval of minutes (attached)

1 | **Appomattox Town Council
Workshop Meeting
August 25, 2020**

The Appomattox Town Council held a Workshop meeting on Tuesday, August 25, 2020 at 6:00 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Conner, presiding.

Town Council present: Jonathan D. Garrett, Nathan A. Simpson, Timothy W. Garrett, Paul D. Harvey, Mary Lou Spiggle.

Absent: Claudia G. Puckette.

Town Planning Commission present: Linda Lipscomb, Marvin Mitchell, S. L. Ferguson, and Roger Carson.

Others present: Don Wilk, Christy Torrence, Philipp Gabathuler, Megan Lucas, Michelle Payne, Carlton Duck, Sarah Conner, Kim Ray, Treasurer, Gary Shanaberger, Manager and Roxanne Casto, Clerk.

Mayor Conner called to order the Council Workshop meeting including a public hearing with the Appomattox Town Planning Commission.

Mr. Mitchell called the Planning Commission to order.

Mayor Conner stated the purpose of the public hearing.

The purpose of the joint public hearing is to consider adopting the Town of Appomattox Comprehensive Plan.

The purpose of the Comprehensive Plan shall be “guiding and accomplishing a coordinated, adjusted and harmonious development of the territory which will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity and general welfare of the inhabitants” of the Town of Appomattox.

The full Comprehensive Plan may be examined at the Appomattox Municipal Building located at 210 Linden Street, Appomattox, Virginia 24522 during normal business hours, Monday through Friday, 8:30 a.m. to 4:30 p.m. Any person needing special accommodations should contact the Town Office at 434-352-8268 no later than the close of business the day prior to the public hearing.

Questions may be directed to Gary L. Shanaberger, Town Manager/Zoning Administrator at 434-352-8268.

Mr. Shanaberger thanked the members of the Planning Commission and Mr. Gabathuler for their hard work on this plan.

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Mr. Gabathuler stated that this process kicked off last summer. In July we started off with the survey process to gain a better understanding from citizens as they saw the Town's Strengths, Weaknesses, Opportunities and Threats and then used this as a spring board to start the process of this update. The Central Virginia Planning District Commission completed the last comprehensive plan for the Town which was the first written plan for the Town. Prior to that the Town was just included in the County's Comprehensive Plan.

The purpose of the plan, other than the reason Mayor Conner expressed is, because it is state mandated. There is a very good reason for that. Transportation funding is a huge part of why the plan is maintained. Some of the recommendations of the plan could possibly be funded by one of the state's sources. The Town is currently applying for Smart Scale funding through the Virginia Department of Transportation for the Lee Grant Avenue widening project.

Mr. Gabathuler thanked the Planning Commission members, Town staff and citizens for all their efforts on the plan. It is just a little later than expected due to COVID-19. Mr. Gabathuler went over the chapters of the plan and took questions at the end.

The Goals and Objectives were updated from 2015. The Future Land Use Map is what the Town is expected to look like in 20 years. The Transportation portion is very important. The Community Facilities and Resources section is also very important. What services are provided for taxes paid.

Councilman Simpson asked if there was any movement in the House on the Trans Dominion Express? Mr. Gabathuler responded that the last he saw there was a map of it, and it is in the works. It depends a lot of how much transient funding is available. There appears to be more focus on bus routes at the state level.

Councilwoman Spiggle stated the community responses were good. Mr. Gabathuler and Mr. Shanaberger were mainly responsible for those. I know you worked hard on it. It is important.

Public Comments:

Don Wilk – 1848 Church Street – My wife and I own the venue at 1848 Church Street. Our company is called Church & Main. We call it a family business ministry restoring to the family the responsibilities God has given us. I just want to make a few comments regarding the plan. Speaking to the purpose, participants, the property, promoting of health, safety, morals, order, convenience, prosperity and general welfare of our town, citizens and families is a good thing. Our belief is that this is primarily the responsibility of the family. So, my focus and my wife's focus is going to be with families. The participants of the plan, people responded to the survey that they are content and happy here and that's a good thing. How do we make changes or move forward if the people like it the way it is?

I would encourage everyone here and myself included to work within our families to become more involved in the day to day activities of living here. There is a part in there about the land

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use – We believe the earth is the Lord’s – I would encourage families and Council to work towards no tax on that land and restoring to the family that responsibility. One of the things we really like about this area is the multi-generational aspect of people are still here. They don’t up and leave. Regardless of whether they are out on farmland or in town, they are still here and that’s the way it is supposed to be. That speaks to exercising dominion. Thank you.

There were no other public comments.

Mayor Conner closed the public hearing.

Mr. Mitchell adjourned the Planning Commission meeting.

Councilman Harvey requested the addition of items under the discussion portion of the agenda:

1 – Whether the Appomattox County Chamber of Commerce will be allowed to move into the depot.

2 – A discussion of ideas for the skateboarders.

Discussion Items:

Lynchburg Regional Business Alliance:

Megan Lucas, CEO, Lynchburg Regional Business Alliance appeared before Council to provide an update on the Regional Chamber of Commerce and Economic Development office. The Chamber side is an advocacy for business and the Economic Development side is responsible for growing companies and why they should come into the region. The Economic Development side is funded in two keyways – a capital campaign directed to the private sector. At the same time, each year we ally with our municipal partners. These municipalities that want to be a part of this initiative pay \$1.25/capita. The Economic Development Director in each locality, which participates, meets monthly and that is the group the alliance works with. Mrs. Lucas explained an overview of the process of how the Business Alliance fulfills requests for proposals for information on property within the locality. The core responsibility of the Alliance is to create jobs for the region.

The Town was a former investor in the former Region 2000 Economic Development organization from 2012-2016. In 2016, the Town chose to no longer be an investor. The fees are based on \$1.25/capita. We market and showcase the region, the entire region. The difference between being an investor and a municipality is when we get prospects through VEDP (Virginia Economic Development Partnership) we share them with everyone but when I travel across the country with site consultants, those dollars are sued for that and when we generate interest and leads the people that get those leads are the partners. With that said, if I am meeting with a client and you have what they need, that is not neglected. We realize that the core is jobs and capital investments.

The Town of Amherst, Amherst County, City of Lynchburg, Campbell County, Town of Altavista and Bedford County are members of the Business Alliance.

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Mrs. Lucas explained that the lack of pad ready sites in the region is the biggest hurdle in getting businesses to locate in Central Virginia.

Council thanked Mrs. Lucas for the update.

Appomattox County Chamber of Commerce:

Councilman Harvey stated that the Town owes the Chamber of Commerce a response to their request to occupy office space in the Visitor's Center. After discussion, Mr. Harvey said he would convey the concerns to deny the request to Mr. Redding, President of the Chamber.

Skateboarding Ideas:

Councilman Harvey said one idea pitched to him was to allow skateboarding on Harrell Street and Main Street at night. Mr. Harvey agrees this idea needs to go through a committee.

Action Items:

Councilman J. Garrett requested staff explore the current FY 2021 budget to fund the Town's portion of the dues to join the Lynchburg Regional Business Alliance. Mr. Shanaberger recommended requesting the Town's EDA to pay the membership dues on behalf of the Town.

On a motion by Mr. J. Garrett, seconded by Mr. T. Garrett, Council voted to instruct the Town EDA to pay the FY 2021 dues to the Lynchburg Regional Business Alliance. Vote: J. Garrett – yes, N. Simpson – yes, T. Garrett – yes, M. Spiggle – yes, P. Harvey – no. Motion carried 4-1.

On a motion by Mr. T. Garrett, seconded by Mr. N. Simpson, Council voted to advertise for two weeks the Council vacancy being created by Jonathan Garrett's resignation. All members present voting aye. Motion carried 5-0.

Council Comments:

Mrs. Spiggle expressed her condolences to the family of Dr. Larry Smith.

Mayor Conner reported that he has formed a committee to study the skateboarding issue and see what opportunities are available. Members will be Paul Harvey and Nathan Simpson from Council, 2 other community members selected by Mr. Harvey and Mr. Simpson, possibly Laura Dawson and Elizabeth Milton. Richard Conner will serve as an ex-officio member. The purpose of the committee will be exploring solutions to skateboarding in Town.

Mayor Conner will contact the Chairman of the Board of Supervisors to see if they have board members willing to serve.

Staff Reports:

Mrs. Kim Ray, Treasurer provided the Treasurer's Report for July 2020. The financial conversion took 60 days for taxes (real estate, personal property) and utility billing. Pre-audit work will begin tomorrow.

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Mr. Shanaberger provided an update on fireworks for July 2021.

On a motion by Mr. T. Garrett, seconded by Ms. Spiggle, Council voted to fund fireworks on July 3, 2021 with a budget of \$10,000. All members present voting aye. Motion carried 5-0.

The Smart Scale Grant application has been submitted to VDOT. Council will need to pass a resolution at the September 14, 2020 Council meeting.

COVID-19 training has been completed and staff is making a good faith effort to adhere to the guidelines.

The Virginia Municipal League conference is virtual October 7 and 8, 2020.

Closed Session

On a motion by Council Member P. Harvey, seconded by Council Member J. Garrett, Council voted to convene in Closed Session pursuant to §2.2-3711 (A) 6 of the Code of Virginia, 1950, as amended, for the purpose of discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected, specifically being the discussion of the possible purchase of a small parcel of real property located in the Town of Appomattox.

Vote:

J. Garrett – yes, P. Harvey – yes, M. Spiggle – yes, T. Garrett – yes, N. Simpson – yes.
Puckette – absent.

The meeting was re-opened to the public.

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 N. Simpson and Council by the following recorded vote adopted the motion:

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J. Garrett – yes, P. Harvey – yes, M. Spiggle – yes, T. Garrett – yes, N. Simpson – yes.
Puckette – absent. Motion carried 5-0.

Adjournment:

On a motion by Mr. J. Garrett, seconded by Mr. T. Garrett, Council voted to adjourn at 7:35 p.m.
All members present voting aye. Motion carried 5-0.

Roxanne W. Casto
Clerk of Council

Richard C. Conner, Mayor

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Roxanne W. Casto
Clerk of Council

Richard C. Conner, Mayor

1 | **Appomattox Town Council**
Regular Council Meeting
September 14, 2020

The Appomattox Town Council held a Regular Council meeting on Monday, September 14, 2020 at 7:30 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Richard Conner, presiding.

Council members present: Nathan A. Simpson, Mary Lou Spiggle, Timothy W. Garrett, Paul D. Harvey and Claudia G. Puckette (via phone).

Staff members present: Gary Shanaberger, Town Manager; Kim Ray, Treasurer; and Roxanne W. Casto, Clerk of Council.

Others present: Carlton Duck, Michelle Murch, Sarah Conner, Jim Boyce, Susan Adams, Bill Gillespie, Jeff Elder, Don Wilk, Aaron Tilton and Joetricia Humbles.

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.

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:
Ms. Joetricia Humbles appeared before Council to introduce the group Appomattox For Equality. It is a non-profit group designed to bridge the gap to repair social equality. Council thanked Ms. Humbles for attending.

Adoption of the Consent Agenda:
On a motion by Ms. Spiggle, seconded by Mr. T. Garrett, Council voted to accept the adoption of the consent agenda for Monday, September 14, 2020 as presented. All members present voting aye. Motion carried 5-0.

Unfinished Business:
None

New Business:
On a motion by Mr. N. Simpson, seconded by Ms. Spiggle, Council voted to fund the shortfall of approximately \$200,000 for the Sanitary Sewer Improvement project. Roll Call vote: Simpson – yes, Spiggle – yes, T. Garrett – yes, Harvey – yes, Puckette – yes. Motion carried 5-0.

On a motion by Mr. Harvey, seconded by Ms. Spiggle, Council voted to recommend to the United States Department of Agriculture/Rural Development the award of the following Sanitary

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Sewer Improvement Projects, having been advertised and competitively bid, to H. G. Reynolds Company, Inc:

1 – 2020 Trickling Filter Sanitary Sewer Basin Rehabilitation – Phase II for the sum total of \$699,000.00.

2 – New Sanitary Sewer Force Main – for the sum total of \$1,438,435.00.

3 – New Equalization Tank & Pump Station – for the sum total of \$3,234,400.00.

Roll Call Vote: Simpson – yes, Spiggle – yes, T. Garrett – yes, Harvey – yes, Puckette – yes.
Motion carried 5-0.

On a motion by Mr. T. Garrett, seconded by Mr. Harvey, Council voted to adopt the 2040 Town of Appomattox Comprehensive Plan. All members voting aye. Motion carried 5-0.

On a motion by Mr. N. Simpson, seconded by Mr. Harvey, Council voted to adopt a Resolution of Support for the Lee Grant Avenue Smart Scale project. All members present voting aye.
Motion carried 5-0.

On a motion by Mr. Simpson, seconded by Ms. Spiggle, Council voted to advertise a joint public hearing to be held on September 29, 2020 to receive public comments regarding an ordinance to revise a portion of the Code of the Town of Appomattox, in Chapter 195, Article VII “Business District, Less Intense Use, General, B-1” and Article VIII “B-2 Business District”. All members present voting aye. Motion carried 5-0.

On a motion by Mr. T. Garrett, seconded Ms. Spiggle, Council voted to revise a portion of the Code of the Town of Appomattox, in Chapter 166 Article I “General Provisions”. Vote: Spiggle – yes, T. Garrett – yes, Harvey – yes, Puckette yes, Simpson – no. Motion carried 4-1.

On a motion by Mr. T. Garrett, seconded by Mr. Harvey, Council voted to re-act an Ordinance to Establish Emergency Procedures ending April 13, 2021. All members present voting aye.
Motion carried 5-0.

Council Standing Committee Reports:

None

Town Manager’s Report:

Mr. Shanaberger provided the following updates:

- The Advisory Board of the Downtown Revitalization project only received one bid for the project. Because of that, they think it would be a good idea to rebid the first round.
- There will be a public hearing for the Church Street Waterline project on September 16, 2020; the second public hearing will be September 29, 2020 and then followed by a resolution of support.

Council Comments:

Ms. Spiggle thanked Joetricia Humbles for attending the Council meeting.

Mr. Garrett expressed his concern to Ms. Puckette during her husband’s illness.

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Regular Council Meeting
September 14, 2020

Adjournment:

On a motion by Ms. Spiggle, seconded by Mr. T. Garrett, Council voted to adjourn at 8:00 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**
Special Call Council Meeting
September 16, 2020

The Appomattox Town Council held a Special Call Council meeting on Wednesday, September 16, 2020 at 6:00 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Conner, presiding.

Town Council members present were Mary Lou Spiggle, Timothy W. Garrett, Nathan A. Simpson, Paul D. Harvey and Claudia G. Puckette (via phone).

Others present were Michelle Payne, Don Wilk, Jim Boyce, Bif Johnson, Hurt & Proffitt, Inc., Jeff Elder, Facilities Director; Gary Shanaberger, Town Manager and Roxanne Casto, Clerk of Council.

Mayor Conner called the Special Call meeting to order by reading the purpose of the meeting:
The purpose of the meeting is:

- Public Hearing:

The purpose of the hearing is to solicit input on the proposed Community Development Block Grant (CDBG) proposal to be submitted to the Virginia Department of Housing and Community Development for the Appomattox Church Street Waterline Replacement Project. Residents and owners of properties in the project area are encouraged to attend. The Appomattox Church Street Waterline Replacement Project proposal will include the following activities: Replacement of approximately 6,225 linear feet of 4" water line with 8" water line, including fire hydrants in entire project area, within the rights-of-way of Church Street, Confederate Boulevard, Red House Road, and Morris Avenue. The alignments are within existing rights-of-way and are routed to avoid existing utilities, sidewalks, etc. as much as possible.

A detailed fact sheet presenting the key activities and benefits of the project will be presented for comment at the hearing. Citizens will also be given the opportunity to comment on the Town of Appomattox's past use of CDBG funds.

- Consideration of a Closed Session, Pursuant to §2.2-3711 (A) 1 of the Code of Virginia, 1950, as amended, for the purpose of discussion of prospective candidates for appointment for the council vacancy created by the resignation of Councilman Jonathan D. Garrett on August 27, 2020.
- Closed Session Certification
- Consideration of action from the Closed Session
- Adjournment

Public Hearing

Mayor Conner opened the public hearing and stated the purpose:

The purpose of the hearing is to solicit input on the proposed Community Development Block Grant (CDBG) proposal to be submitted to the Virginia Department of Housing and Community Development for the Appomattox Church Street Waterline Replacement Project. Residents and owners of properties in the project area are encouraged to attend. The Appomattox Church

Street Waterline Replacement Project proposal will include the following activities: Replacement of approximately 6,225 linear feet of 4” water line with 8” water line, including fire hydrants in entire project area, within the rights-of-way of Church Street, Confederate Boulevard, Red House Road, and Morris Avenue. The alignments are within existing rights-of-way and are routed to avoid existing utilities, sidewalks, etc. as much as possible.

Presentation:

Mr. Bif Johnson, Hurt & Proffitt, Inc. provided an overview of the Church Street Waterline Replacement Project.

PROJECT TITLE: Appomattox Church Street Waterline Replacement Project

PROJECT GRANTEE: Town of Appomattox
210 Linden Street
Appomattox, Virginia
434-352-8268

AVAILABLE PROGRAM FUNDING:

The Department of Housing and Community Development (DHCD) **Community Development Block Grant (CDBG) Construction-Ready Water and Sewer Fund (CRWSF)** program supports the construction of community facility projects providing public water or sewer service to communities made up of at least 60 percent low- to moderate-income (LMI) households or a locality-wide project serving at least 55 percent LMI households. Appomattox is designated as an LMI community in HUD's definition at approximately 55% so it qualifies to participate in this program. The maximum amount of grant that can be requested under this program is \$650,000.

AVAILABLE PROGRAM ACTIVITIES:

CDBG assistance for community facilities is targeted to projects involving water and wastewater improvements.

PROJECT DESCRIPTION:

The Appomattox Church Street Waterline Replacement Project proposal will include the following activities: Replacement of approximately 6,225 linear feet of 4” water line with 8” water line, including fire hydrants in entire project area, within the rights-of-way of Church Street, Confederate Boulevard, Red House Road, and Morris Avenue. The alignments are within existing rights-of-way and are routed to avoid existing utilities, sidewalks, etc. as much as possible.

PROJECT BENEFITS:

The project provides the following benefits:

- Eliminating dead end water line routes
 - Dead ends could cause water quality issues (do not currently have any)
 - Provide redundancy in the system in case of water line breaks/outages
 - Provides better system pressures (meet VDH regulations) during high water flow conditions, including during fire flow events
- Existing water line has reached its life expectancy
 - Interior pipe size reduced due to tuberculation
 - Tuberculation causes water line capacity issues
 - Tuberculation can cause water quality issues (none at this time)

CDBG OUTPUT/OUTCOME:

- Provision of safe, adequate, and reliable drinking water for the Town

TOWN'S PAST/OTHER USE OF CDBG FUNDS:

\$30,000 Planning Grant - Greater Meadowlark Community Improvement Project

\$1,000,000 Construction Grant - Greater Meadowlark Community Improvement Project

\$35,000 Planning Grant – Appomattox Downtown Revitalization Project

\$700,000 Construction Grant - Appomattox Downtown Revitalization Project

Public Comments:

Mr. Jim Boyce – 177 Cawthorne Street – Will additional fire hydrants be installed along the route and what type of waterline pipe will be used?

Mr. Johnson responded to the hydrant placement criteria of the project and that ductile and PVC pipe would be priced for the project.

Mr. Don Wilk – 1848 Church Street – Will the pressure be increased into the property and how will the increased pressure be handled?

Mr. Elder explained the change in line size from a 4” to an 8” line and if pressure increases above 80 psi, the Town will install pressure reducing units at those locations.

There were no other comments.

Mayor Conner closed the public hearing.

Closed Session:

On a motion by Mr. Harvey, seconded by Mr. T. Garrett, Council voted to convene in closed session pursuant to §2.2-3711 (A)1 of the Code of Virginia, 1950, as amended, for the purpose of discussion of prospective candidates for appointment for the council vacancy created by the resignation of Councilman Jonathan D. Garrett on August 27, 2020.

Vote:

Spiggle-aye, T. Garrett-aye, Simpson – aye, Puckette-aye, Harvey – aye. Motion carried 5-0.

The meeting was re-opened to the public.

Ms. 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 Mr. T. Garrett and Council by the following recorded vote adopted the motion:

Vote:

Spiggle-aye, T. Garrett-aye, Simpson – aye, Puckette-aye, Harvey – aye. Motion carried 5-0.

Adjournment:

On a motion by Mr. T. Garrett, seconded by Mr. Simpson, Council voted to adjourn the meeting. All members present voting aye. Motion carried 5-0.

Roxanne W. Casto
Clerk of Council

Richard C. Conner, Mayor

1 | **Appomattox Town Council**
Special Call Council Meeting
September 21, 2020

The Appomattox Town Council held a Special Call Council meeting on Monday, September 21, 2020 at 7:45 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Conner, presiding.

Town Council members present were Mary Lou Spiggle, Timothy W. Garrett, Nathan A. Simpson (via phone), and Claudia G. Puckette (via phone). Absent: Paul D. Harvey.

Staff present were Town Manager, Gary Shanaberger; and Clerk of Council, Roxanne Casto.

Mayor Conner called the Special Call meeting to order by reading the purpose of the meeting: Consideration of a Closed Session, Pursuant to §2.2-3711 (A) 1 of the Code of Virginia, 1950, as amended, for the purpose of discussion of prospective candidates for appointment for the council vacancy created by the resignation of Councilman Jonathan D. Garrett on August 27, 2020.

Closed Session:

On a motion by Ms. Spiggle, seconded by Mr. T. Garrett, Council voted to convene in closed session pursuant to §2.2-3711 (A)1 of the Code of Virginia, 1950, as amended, for the purpose of discussion of prospective candidates for appointment for the council vacancy created by the resignation of Councilman Jonathan D. Garrett on August 27, 2020.

Vote:

Spiggle-aye, T. Garrett-aye, Simpson – aye, Puckette-aye. Motion carried 4-0.

The meeting was re-opened to the public.

Ms. 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 Mr. Simpson and Council by the following recorded vote adopted the motion:

Vote:

Spiggle-aye, T. Garrett-aye, Simpson – aye, Puckette-aye. Motion carried 4-0.

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Special Call Council Meeting
September 21, 2020

Action:

On a motion by Ms. Spiggle, seconded by Mr. T. Garrett, Council voted to appoint Aaron Tilton to fill the unexpired term of Mr. Jonathan D. Garrett until the next Town Council General Election of May 3, 2022.

Roll Call Vote:

Spiggle-aye, T. Garrett-aye, Simpson – aye, Puckette-aye. Motion carried 4-0.

Adjournment:

On a motion by Mr. T. Garrett, seconded by Ms. Spiggle, Council voted to adjourn at 8:00 p.m. All members present voting aye. Motion carried 4-0.

Roxanne W. Casto
Clerk of Council

Richard C. Conner, Mayor

1 | **Appomattox Town Council**
Regular Council Meeting
October 13, 2020

The Appomattox Town Council held a Regular Council meeting on Tuesday, October 13, 2020 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, Paul D. Harvey and Claudia G. Puckette (via phone).

Staff members present –Gary Shanaberger, Town Manager; Kim Ray, Treasurer; and Roxanne W. Casto, Clerk of Council.

Others present – Carlton Duck, Michelle Murch, Sarah Conner, Bill Gillespie, Susan Adams, Bruce Boone, Brian Goldman, Emilee Lauer, Deborah Williams & staff from Blue Ridge Medical Center.

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.

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:

Ms. Deborah Williams introduced some of the staff of the Blue Ridge Medical Center. There will be a center in Appomattox starting in November 2020. They will be offering family practice of children through elderly and may add dental at a later time. Council thanked Blue Ridge Medical for filling a large void in the community.

Adoption of the Consent Agenda:

On a motion by Ms. Spiggle, seconded by Mr. P. Harvey, Council voted to accept the adoption of the consent agenda for Tuesday, October 13, 2020 as presented. All members present voting aye. Motion carried 6-0.

Unfinished Business:

On a motion by Mr. N. Simpson, seconded by Mr. P. Harvey, Council voted to accept the recommendation of the Appomattox Town Planning Commission to approve an ordinance to revise a portion of the Code of the Town of Appomattox, in Chapter 195, Article VII, "Business District, Lee Intense Use, General, B-1", Article VIII, "B-2 Business District". All members present voting aye. Motion carried 6-0.

2 | **Appomattox Town Council**
Regular Council Meeting
October 13, 2020

New Business:

On a motion by Mr. P. Harvey, seconded by Mr. T. Garrett, Council voted to advertise a joint public hearing with the Appomattox Town Planning Commission to be held on October 27, 2020 at 6:00 p.m. for a rezoning application submitted by Bruce s. Boone for 929 Confederate Blvd. All members present voting aye. Motion carried 6-0.

On a motion by Ms. Spiggle, seconded by Mr. Tilton, Council voted to advertise a joint public hearing with the Appomattox Town Planning Commission to be held on October 27, 2020 at 6:00 p.m. for a zoning request to install a cell tower on the former Thomasville property. All members present voting aye. Motion carried 6-0.

Council Standing Committee Reports:

None

Citizens Comment Period:

None

Town Manager's Report:

Mr. Shanaberger provided the following updates:

- Paperwork for the Inflow and Infiltration project at the sewer plants continues to be processed. The construction contracts have arrived and will be reviewed and signed.
- The Department of Housing and Community Development has received the grant application for the Church Street Waterline Replacement Project. Progress continues on the grant application for Rural Development for the same project. Hurt & Proffitt, Inc. continues to work on the Environment Review reports.

Council Comments:

Mr. P. Harvey:

Skateboarding/Biking topic:

Mr. P. Harvey and Nathan Simpson met with citizens about the skating issues. He reported they talked about not having an ordinance in the Town and going by the State Code to be the standard. Mr. Harvey spoke with Mr. Wright concerning this and he said we would not really have anything enforceable without an ordinance in the Town. Bikers are to follow the traffic laws. We just don't want them on the sidewalks. It's already in the state code that bikes are not allowed on sidewalks, so that will need to be in there. Basically, the state code leaves it up to the localities what – how you want to state it.

Mr. Harvey said they also talked about the Town Council providing some type of designated skate areas after business hours. It would give them (skaters) something to possibly use. Robby Richardson has agreed to have a training session with the bikers and skaters and to do an hour-long presentation. We also talked about having some form of certification that they have attended the class. Younger kids coming in later would be mentored by the older kids to take the class. Hopefully, the parents would step up and encourage their kids to take the class.

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Liberty Baptist Church has purchased additional property near the planned park on Lee Grant Avenue. Mr. Harvey spoke with Mr. Simpson about leasing or donating property for a skatepark. There may be some private funding available for building a skatepark. If the Town assumes all risks, it will solve potential problems since the Town has sovereign immunity. More research is needed. The location on Lee Grant Avenue would be ideal.

Mr. Simpson commented the Town would only be a liability vehicle. The Town would not be putting any money into it. The Church could be more easily sued versus the Town.

Mr. Harvey said he believes the Town could put a little bit of money into the skatepark to help build it or at least look at grant opportunities.

Mr. Garrett asked about the Town's legal position/exposure.

Mr. Frank Wright, Town Attorney responded that the Town does have sovereign immunity, but it does not mean the Town is incapable of being sued.

Internet/WI-FI options in Town:

Mr. Harvey offered to talk to Warren Kane, CEO of B2X Online. He has agreed to make a presentation to Council at the Workshop meeting on October 27, 2020.

Financial Analysis:

Mr. Harvey also inquired about pursuing a financial analysis of the Town after the audit is complete. We need to use other people's money to get some of this stuff done. The way the meals tax is going, he would like Council put aside some of that money for the depot renovations.

Mr. T. Garrett – none

Mr. Tilton – none

Mr. Simpson – none

Ms. Spiggle – none

Mrs. Puckette – none

Closed Session:

On a motion by Council Member Simpson, seconded by Council Member Harvey, Council voted to convene in Closed Session, pursuant to Section 2.2-3711 (A) 1 of the Code of Virginia, 1950, as amended, for the purpose of discussion of prospective candidates for employment, specifically Candidate A.

Vote: Tilton – yes, Simpson – yes, Spiggle – yes, T. Garrett – yes, Puckette – yes, Harvey – yes.

The meeting was re-opened to the public.

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

Vote: Tilton – yes, Simpson – yes, Spiggle – yes, T. Garrett – yes, Puckette – left the closed session at 9:10 p.m., Harvey – yes.

Motion carried 5-0.

Adjournment:

On a motion by Mr. Simpson, seconded by Ms. Spiggle, Council voted to adjourn at 9:20 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
Workshop Meeting
October 27, 2020**

The Appomattox Town Council held a Workshop meeting on Tuesday, October 27, 2020 at 6:00 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Conner, presiding.

Town Council present: Aaron Tilton, Nathan A. Simpson, Timothy W. Garrett, Mary Lou Spiggle and Claudia G. Puckette.

Town Planning Commission present: Linda Lipscomb, Marvin Mitchell, S. L. Ferguson, and Roger Carson.

Others present: Carlton Duck, Alive Media TV; Jeff Elder, Facilities Director; Warren Kane, B2X Online; Christy Torrence, Office Manager; Gary Shanaberger, Town Manager; Kim Ray, Treasurer; Frank Wright, Town Attorney; Bruce Boone, Brian Goldman, Julia Vaughan, Emilee Lauer, Sarah Conner and Roxanne Casto, Clerk

The meeting was also broadcast LIVE on the Town of Appomattox Facebook page.

Mayor Conner called to order the Council Workshop meeting including a public hearing with the Appomattox Town Planning Commission.

Mr. Mitchell called the Planning Commission to order.

Mayor Conner stated the purpose of the public hearing:

The Appomattox Town Planning Commission and the Appomattox Town Council will conduct a joint public hearing on Tuesday, October 27, 2020 at 6:00 p.m. to consider the following petition:

Property Owner: Bill Jamerson
Applicant Name: Bruce S. Boone
Authorized Agent: Bruce S. Boone

Bruce S. Boone does hereby request a rezoning application for Tax Map Identification Number 64A6 1 B 19A, 64A6 1 A 7, 64A6 1 A 6, 64A6 1 A 5, 64A6 1 A 4, 64A6 1 A 3, 64A6 1 A 2. The property is currently zoned R-2 and the proposed zoning is R-3 in order to create continuation of the R-3 General Residential adjacent to other R-3 properties. This parcel is approximately 9 acres in size and is located at 929 Confederate Boulevard, Appomattox, Virginia.

The joint public hearing will be held in the Appomattox Town Council Chambers located at 210 Linden Street, Appomattox, Virginia. A copy of the petition is on file in the Town Office, 210 Linden Street, Appomattox, Virginia. Any person needing special accommodations should contact the Town Office at 434-352-8268 no later than the close of business the day prior to the public hearing.

Mr. Shanaberger explained the primary purpose of the request to rezone from R-2 to R-3 is for a school to be located within the house on the property. The R-3 zoning request follows the Town's Comprehensive Plan. There will be no impact to local resources and/or services.

Mr. Boone addressed the Town Council and the Planning Commission stating the Appomattox Christian Academy is entering its 15th year in operation. In 2015, ACA began renting space at Liberty Baptist Church however, due to the pandemic, there is a need to have all students located on ACA property.

Brian Goldman, Goldman Architects, stated he looked at the building for the proposed use and using current building code guidelines, the structure can easily be upgraded.

Julia Vaughan, Dean of Admissions, oversees recruitment and safety and has been charged with COVID compliance. The greatest hurdle has been social distancing. This added building will enable all elements of social distancing to occur. Currently, ACA has an enrollment of 86 students. The house would hold grades 9-12.

Mr. Boone assured Council and the Planning Commission that no children would be walking back and forth from the house to the main campus and there would be no bus traffic at the house.

Mayor Conner asked for questions from the Planning Commission. There were none. He then asked if there were questions from the Council, there were also none. Mayor Conner asked if the structure would be ADA compliant and Mr. Goldman assured him it would be. Mayor Conner also asked if VDOT was contact and Mr. Goldman said they are working to set up a meeting with them.

Mayor Conner asked for Public Comments. There were none.

Mayor Conner then stated the purpose of the next public hearing:
The Appomattox Town Planning Commission and the Appomattox Town Council will conduct a joint public hearing on Tuesday, October 27, 2020 at 6:00 p.m. to consider the following petition:

Applicant: Tower Engineering Professionals, on behalf of U.S. Cellular Corporation
Property Address: Armstrong Lane, west-northwest of the intersection of Ferguson Street and Virginia Avenue.
Tax Map # 64A1-A-3

Tower Engineering Professionals, on behalf of U.S. Cellular Corporation, is requesting to install a tower, per the Town of Appomattox Wireless Telecommunications Facilities Ordinance for a

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October 27, 2020**

proposed 155-ft AGL (159-ft overall) monopole communications tower to be located southwest of a portion of Armstrong Lane, west-northwest of the intersection of Ferguson Street and Virginia Avenue, in Appomattox, Virginia (Appomattox County Tax ID #64A1-A-3).

The joint public hearing will be held in the Appomattox Town Council Chambers located at 210 Linden Street, Appomattox, Virginia. A copy of the petition is on file in the Town Office, 210 Linden Street, Appomattox, Virginia. Any person needing special accommodations should contact the Town Office at 434-352-8268 no later than the close of business the day prior to the public hearing.

Emilee Lauer, Old Dominion Professional Services, Inc. appeared before the Town Planning Commission to provide an overview of the request by US Cellular to construct a wireless telecommunication tower in the Town of Appomattox upon which US Cellular will be the anchor tenant. The proposal is a 155-ft AGL (159-ft AGL with appurtenances) monopole communication tower, a proposed 100 ft x100 ft tower compound lease area containing a 50 ft x 50 ft chain link fence compound and a 20 ft x 50 ft turnaround area, and an approximately 30 ft wide by 429.73 ft access and utility easement. The site has been chosen to be near users.

Mayor Conner asked for questions from the Planning Commission. There were none. He then asked if there were questions from the Council, there were also none.

Mayor Conner asked for Public Comments. There were none.

Mayor Conner closed the joint public hearings.

Mr. Mitchell closed the Planning Commission meeting.

Rev. Carlton Duck provided a prayer for the Council and citizens as the Town moves forward in light of the untimely passing of Dr. Paul D. Harvey and the passing of Councilwoman Puckett's husband, Dan in the recent week.

Scheduled Public Appearances:

Warren Kane of B2X Online appeared before Council to discuss how B2X will be assisting Appomattox County residents as a recipient of CARES Act funding provided by Appomattox County. The coverage area (by way of the map) shown to Council appears to cover all of the Town of Appomattox. If the Town knows of residents needing internet coverage, Mr. Kane recommended providing them information on B2X. Mr. Kane would need to know how the Town would like to move forward for residents. The service being provided by the Council should start no later than December 15, 2020, but possibly as early as in 2 weeks. Council thanked Mr. Kane for the information.

Discussion Items:

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Mayor Conner stated that with the recent passing of Mr. Harvey, a vacancy now exists on the Planning Commission. Nathan Simpson agreed to fill the unexpired term until June 30, 2022 on the Town Planning Commission.

Mayor's Comments:

None

Council Comments:

Mrs. Puckette thanked the Council and staff for their thoughts and prayers during her husband's cancer diagnosis and recent passing.

Ms. Spiggle – none

Mr. T. Garrett – none

Mr. Simpson commented that the Town Attorney had been present at the last two (2) meetings and asked if that was standard protocol. Mr. Shanaberger responded that this was due to the technical issues of the Planning Commission public hearing matters.

Mr. Tilton – none

Staff Reports:

Mrs. Kim Ray, Treasurer provided the Treasurer's Report for October 2020.

Ms. Casto, Clerk of Council discussed filling the vacancy for the seat on Town Council created by the passing of Dr. Harvey.

Mr. Elder discussed creating a policy for residents desiring an additional roll out cart. Mr. Garrett instructed staff to research other localities and bring back more information to Council.

Mr. Shanaberger provided an update on the following items:

- The Town Office has received a few phone calls in regards to Halloween. The Town is encouraging citizens to follow guidelines from the Virginia Department of Health (VDH) and the Center for Disease Control (CDC).
- The Meadowlark CDBG Housing project ended in June 2020. Mr. Shanaberger has requested Mr. Matt Perkins, with the Central Virginia Planning District Commission to provide an update on this project at the following meeting.
- The Appomattox Christmas Parade is scheduled for Saturday, December 5, 2020.
- The Downtown Revitalization Project is ongoing. He met with the first two property owners regarding their contracts. He will be able to measure the process using these two contracts.
- A pre-construction meeting of the sewer project is scheduled for Thursday, October 29, 2020. There is one contractor for the 3-phase contract. The Town is anxiously awaiting the USDA closing on this project.

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- The Church Street waterline replacement project DHCD grant application has been submitted. In about 10 days, the Rural Development application will be submitted.
- He has reached out to Delegate Farris and Senator Peake regarding the Town's referendums for the charter change.

Mr. Garrett inquired if anything has changed with the Downtown project? Mr. Shanaberger said that everyone has been very patient. The next group of properties is expected to go out for bid in the next 2-3 weeks.

Ms. Spiggle commended on the Façade Improvement Project at the Triangle Plaza. The private property owner is doing a complete façade makeover.

Adjournment:

On a motion by Mr. T. Garrett, seconded by Mr. A. Tilton, the Council voted to adjourn at 7:22 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
November 9, 2020

The Appomattox Town Council held a Regular Council meeting on Monday, November 9, 2020 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, and Claudia G. Puckette (via phone).

Staff members present – Gary Shanaberger, Town Manager; Kim Ray, Treasurer; and Roxanne W. Casto, Clerk of Council (via phone), Christy Torrence, Office Manager; Jeff Elder, Facilities Director.

Others present – Carlton Duck and Frank A. Wright, Jr.

Public phone participation through FreeConferenceCall.com was available.

Mayor Conner called the meeting to order.

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:

At this time, I want to formally recognize that we have lost a member of our community and Town Council. Dr. Paul Harvey served as Mayor of the Town for 12 years and was currently serving on the Town Council. This is a gentleman that we will be very hard pressed to fill his shoes. I feel as a team we will try to accomplish many of the goals he was trying to accomplish for the community. We will surely miss him and am not sure what we can do to honor him and bring and the community closer together.

Scheduled Public Appearances:

None

Adoption of the Consent Agenda:

On a motion by Mr. T. Garrett, seconded by Ms. Spiggle, Council voted to accept the adoption of the consent agenda for Monday, November 9, 2020 as presented. All members present voting aye. Motion carried 5-0.

Unfinished Business:

Mr. Shanaberger informed the Town Council that the Town Planning Commission met on November 4, 2020 and voted to recommend approval of the rezoning request for 929 Confederate Boulevard. Mr. Shanaberger did bring to the Council's attention a letter received today from the Virginia Department of Transportation. This has to do with the question received concerning the driveway. Per the letter, VDOT advised the northern driveway is too small. It will need to be upgraded. The southern driveway is sufficient. Ms. McMahan with VDOT requested Brian Goldman provide her sight distance measurements to determine the entrance which should be in the ingress and egress. Other than the upgrading of the entrances, she

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(McMahan) does not have any other issues at this time. Mr. Shanaberger has spoken with Mr. Wright and this can be built into the motion and these two (2) items need to be addressed before they get an occupancy permit. Mr. Shanaberger advised that Council could vote on this tonight with those conditions. Mr. Shanaberger said he has spoken with Mr. Boone and he is agreeable to the conditions.

On a motion by Mr. Tilton, seconded by Mr. Simpson, Council voted to accept the approval recommendation of the Appomattox Town Planning Commission for the application request to rezone 929 Confederate Boulevard also identified as Tax Map #'s – 64A6 A B 19A, 64A6 1 A 7, 64A6 1 A 6, 64A6 1 A 5, 64A6 1 A 4, 64A6 1 A 3, 64A6 1 A 2 from R-2 (Limited Residential, Village Homes) to R-3 (General Residential) with the conditions of the driveway and sight distance measurements be addressed with the Virginia Department of Transportation before an occupancy permit is issued. All members present voting aye. Motion carried 5-0.

Mayor Conner transferred presiding privileges to Vice-Mayor Garrett at this time of the meeting.

On a motion by Mr. Simpson, seconded by Ms. Spiggle, Council voted to accept the recommendation of the Appomattox Town Planning Commission to approve the zoning request to install a cellular tower on Armstrong Lane by United States Cellular. All members present voting aye. Motion carried 5-0.

Vice-Mayor Garrett transferred presiding privileges to Mayor Conner at this time of the meeting.

New Business:

On a motion by Mr. T. Garrett, seconded by Ms. Spiggle, Council voted to declare the following items from the Public Works Department as surplus and proceed with a seal bid advertisement for disposal: 6" F-250 Pickup Bed; Acr 175 Air Compressor; Sabre 42" Cut 17.5hp Riding Mower; 345 John Deere 54" Cut 20.0 Hp Riding Mower; Case International 595 Tractor With 2255 Loader Pin # JJE0029276; Playground Equipment: 1 6x6 Sand Box
All members present voting aye. Motion carried 5-0.

Mr. Shanaberger provided a brief overview of the Hazardous Mitigation Plan. In late November this will go the FEMA office for review. It will come back to the Town around the first of the year for final approval.

Council Standing Committee Reports:

None

Citizens Comment Period:

None

Town Manager's Report:

Mr. Shanaberger provided the following updates:

- Matt Perkins with Central Virginia Planning District Commission will be at November Workshop meeting to provide an update on the closeout of the Meadowlark project.

3 | **Appomattox Town Council**
Regular Council Meeting
November 9, 2020

- The closing process continues regarding the Inflow and Infiltration Sewer Project with Rural Development.

Council Comments:

Mrs. Puckette – none

Mr. Simpson – First, I think it would be good to have either a workshop session or retreat to learn more about the state of utilities. I think it could help us all establish a common language as we move forward. How are our water and sewer systems doing? What is our 10-15-20 year outlook? What stuff is not on the Capital Improvement Plan at this point that we need to start looking at for 10 years from now. Just making sure we have a long-term vision.

Secondly, 2020 has been an insane year and I wanted to see if we could open up a discussion of how to compensate our Town Staff a cost of living adjustments and a one-time bonus would be great thankful to our staff but unsure of where the funds would come from.

Ms. Spiggle – Before COVID hit, that was our plan in our FY 21 budget but after COVID and there was a reduction in revenue then we readjusted the budget to eliminate the cost of living adjustments. In years past, we [Town] has given bonuses, cost of living adjustments – but these are trying times.

Mr. Simpson – I do not think the budget was as doom and gloom as we thought it would be. We are in a spot, better than we thought. We also have good people and want to keep them.

Ms. Spiggle – We do but we also have these projects that we need to complete. I think that is fiscally responsible.

Mr. Simpson – I think it is fiscally irresponsible to ask people to work for less than they did last year.

Mr. T. Garrett – none

Mr. Tilton – none

Ms. Spiggle – none

Adjournment:

On a motion by Mr. Garrett, seconded by Ms. Spiggle, Council voted to adjourn at 8:00 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
Workshop Meeting
November 24, 2020**

The Appomattox Town Council held a Workshop meeting on Tuesday, November 24, 2020 at 6:00 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Conner, presiding.

Town Council present: Aaron Tilton, Nathan A. Simpson, Timothy W. Garrett, Mary Lou Spiggle and Claudia G. Puckette.

Others present: Matt Perkins, Michelle Murch, Jim Boyce, Jeff Elder, Facilities Director; Gary Shanaberger, Town Manager; Kim Ray, Treasurer; Frank Wright, Town Attorney; and Roxanne Casto, Clerk

Mayor Conner called to order the Council Workshop meeting.

Greater Meadowlark Community Development Block Grant Update:

Matt Perkins, Central Virginia Planning District Commission provided an update on the Greater Meadowlark Housing Grant project. The Town of Appomattox was awarded a \$1,000,000 multi-year grant, \$700,000 1st phase (housing rehabilitation) and \$300,000 2nd phase (infrastructure improvements). The goals of the project are to create safe, sanitary, and secure conditions. There were housing rehabilitations completed on 10 owner occupied dwellings and 5 investor owned dwellings. Easements were secured for 10 streetlights along Patterson Street. There were two (2) structures removed due to blight. A total of 89 individuals were assisted by this project. Several stormwater drainage issues were addressed along with the drainage ditch expansion on Patterson Street.

Council thanked Mr. Perkins for providing the update.

Budget Amendment Resolution 2020-005:

On a motion by Mr. Garrett, seconded by Ms. Spiggle, Council voted to adopt budget amendment 2020-005:

1. *Consideration to adopt a resolution amending the FY 2021 Operating Budget for the General Fund, Water Fund, and Sewer Fund for funding of a bonus for employees; specifically \$1000 for each full time employee and \$500.00 for each part-time employee for the budget year for FY 2021.*
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 2021 Operating Budget for the General Fund, Water Fund, and Sewer Fund*

General Fund Expenditures

10-4100-1010	Administration Salaries	\$	5,500.00
10-4100-2010	FICA	\$	420.75

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Workshop Meeting
November 24, 2020**

10-4500-1010	Tourism Salaries	\$	1,500.00
10-4500-2010	FICA	\$	114.75
10-4700-1010	Public Works Salaries	\$	10,500.00
10-4700-2010	FICA	\$	803.25
Net Increase in Budget		\$	<u>18,838.75</u>

General Fund Revenues

Use of Undesignated Reserve	\$	<u>18,838.00</u>
Net Increase in Budget	\$	<u>18,838.00</u>

Water Fund Expenditures

30-6000-1010	Water Salaries	\$	2000.00
30-6000-2010	FICA	\$	153.00
Net Increase in Budget		\$	<u>2,153.00</u>

Water Fund Revenues

Use of Undesignated Reserve	\$	<u>2,153.00</u>
Net Increase in Budget	\$	<u>2,153.00</u>

Sewer Fund Expenditures

31-7000-1010	Sewer Salaries	\$	2,000.00
31-7000-2010	FICA	\$	153.00
Net Increase in Budget		\$	<u>2,153.00</u>

Sewer Fund Revenues

Use of Undesignated Reserve	\$	<u>2,153.00</u>
Net Increase in Budget	\$	<u>2,153.00</u>

SECTION XIII:

BE IT FURTHER RESOLVED, by the Town Council of Appomattox, Virginia that the Fiscal Year 2021 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 _____ 2020.

Attest:

Roxanne Casto, Town Clerk

Roll Call Vote: Tilton – yes, Spiggle – yes, Garrett – yes, Simpson – yes, Puckette – yes.
Motion carried 5-0.

Budget Amendment Resolution 2020-004:

On a motion by Mr. Simpson, seconded by Mr. Tilton, Council voted to adopt budget amendment 2020-004:

3 | **Appomattox Town Council**
Workshop Meeting
November 24, 2020

1. *Consideration to adopt a resolution amending the FY 2021 Operating Budget for the General Fund, Water Fund, and Sewer Fund for funding of a 2% cost of living adjustment increase for the remaining 7 months of the budget year for FY 2021.*
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 2021 Operating Budget for the General Fund, Water Fund, and Sewer Fund*

General Fund Expenditures

10-4100-1010	Administration Salaries	\$	3,300.00
10-4100-2010	FICA	\$	260.00
10-4100-2020	VRS	\$	200.00
10-4100-2040	Life Ins.	\$	45.00
10-4500-1010	Tourism Salaries	\$	350.00
10-4500-2010	FICA	\$	30.00
10-4700-1010	Public Works Salaries	\$	5,500.00
10-4700-2010	FICA	\$	425.00
10-4700-2020	VRS	\$	275.00
10-4700-2040	Life Ins.	\$	60.00
Net Increase in Budget		\$	<u>10,445.00</u>

General Fund Revenues

Use of Undesignated Reserve	\$	<u>10,445.00</u>
Net Increase in Budget	\$	<u>10,445.00</u>

Water Fund Expenditures

30-6000-1010	Water Salaries	\$	800.00
30-6000-2010	FICA	\$	65.00
30-6000-2020	VRS	\$	50.00
30-6000-2040	Life Ins.	\$	15.00
Net Increase in Budget		\$	<u>930.00</u>

Water Fund Revenues

Use of Undesignated Reserve	\$	<u>930.00</u>
Net Increase in Budget	\$	<u>930.00</u>

Sewer Fund Expenditures

31-7000-1010	Sewer Salaries	\$	1,275.00
31-7000-2010	FICA	\$	100.00
31-7000-2020	VRS	\$	80.00
31-7000-2040	Life Ins.	\$	20.00
Net Increase in Budget		\$	<u>1,475.00</u>

4 | **Appomattox Town Council
Workshop Meeting
November 24, 2020**

Sewer Fund Revenues

<i>Use of Undesignated Reserve</i>	\$	<u>1,475.00</u>
<i>Net Increase in Budget</i>	\$	<u>1,475.00</u>

SECTION XIII:

BE IT FURTHER RESOLVED, by the Town Council of Appomattox, Virginia that the Fiscal Year 2021 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 _____ 2020.

Attest:

Roxanne Casto, Town Clerk

Roll Call Vote: Tilton – yes, Spiggle – yes, Garrett – yes, Simpson – yes, Puckette – yes.
Motion carried 5-0.

Closed Session:

On a motion by Mr. Garrett, seconded by Ms. Spiggle, Council voted to convene in Closed Session pursuant to §2.2-3711 (A) 1 of the Code of Virginia, 1950, as amended, for the purpose of discussion of prospective candidates for appointment for the council vacancy created by the death of Councilman Paul D. Harvey on October 19, 2020 and pursuant to Section 2.2-3711 (A) 8 of the Code of Virginia, 1950, as amended, for the purpose of consultation with legal counsel retained by the Town regarding specific legal matters requiring the provision of legal advice by such counsel, specifically being legal issues related to the Appomattox Christmas Parade application issued by the Virginia Department of Transportation as it relates to the Governor's Covid-19 orders.

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

The meeting was reopened to the public.

Council Member Puckette 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;

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Workshop Meeting
November 24, 2020**

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

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

Action from Closed Session:

On a motion by Ms. Spiggle, seconded by Mr. Simpson, Council voted to appoint James J. Boyce to fill the unexpired term of Mr. Paul D. Harvey until the next Town Council General Election on May 3, 2022.

Roll Call Vote: Tilton – yes, Spiggle – yes, Garrett – yes, Simpson – yes, Puckette – yes. Motion carried 5-0.

Council Comments:

Mrs. Puckette wished everyone a Happy Thanksgiving.

Ms. Spiggle – none

Mr. T. Garrett – none

Mr. Simpson expressed his excitement with Council’s action of passing a 2% cost of living adjustment and bonus for employees working through COVID.

Mr. Tilton inquired on the policy of the extra additional trash carts per residence. Mr. Shanaberger and Mr. Elder continue to work on creating this policy.

Staff Reports:

Mrs. Kim Ray, Treasurer provided the Treasurer’s Report for revenues and expenditures though October 2020.

Ms. Casto, Clerk of Council - none.

Mr. Elder, Facilities Director – none.

Mr. Shanaberger provided an updated on the following items:

- The grant application for the water research project was submitted and there is no grant funding available at this time. However, a low interest loan is available.
- The sewer improvement project groundbreaking was held on Tuesday, November 17, 2020.

6 | **Appomattox Town Council**
Workshop Meeting
November 24, 2020

- The Rural Development – USDA grant application for the Church Street Waterline Replacement project has been submitted. Review could take 60-90 days.
- The Town received a new USDA Field Representative Rob Wilson, from the Lexington office.
- The Appomattox Downtown Revitalization has 2 structures under contract and 3 more are expected next week. The 2nd phase of the project is expected to go out to bid in the next 2 weeks.
- A Council Retreat is being planned for a Friday in January or February.

Adjournment:

On a motion by Mr. Simpson, seconded by Mr. Garrett, Council voted to adjourn at 7:50 p.m. All members present voting aye. Motion carried 5-0.

Roxanne W. Casto
Clerk of Council

Richard C. Conner, Mayor

File Attachments for Item:

Consideration to approve FY 2021 Budget Amendments:

2021-006

2021-007

1. Consideration to adopt a resolution amending the FY 2020 Operating Budget for the Sewer Fund for an additional filter installation at the SBR Plant.
2. WHEREAS, Section15.2-2507, 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 2021 Operating Budget for the Sewer Fund.

Sewer Fund Expenditures

31-7000-6140	SBR O&M (additional filter)	<u>53,000.00</u>
Net Increase in Budget		<u>\$ 53,000.00</u>

Sewer Fund Revenues

31-5901-0000	Beginning Balance	<u>\$ 53,000.00</u>
Net Increase in Budget		<u>\$ 53,000.00</u>

SECTION XIII:

BE IT FURTHER RESOLVED, by the Town Council of Appomattox, Virginia that the Fiscal Year 2021 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 _____ 2020.

Attest:

Roxanne Casto, Town Clerk

1. Consideration to adopt a resolution amending the FY 2020 Operating Budget for the Sewer Fund for road repair at the SBR Plant.
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 2021 Operating Budget for the Sewer Fund.

Sewer Fund Expenditures

31-7000-7091	Capital Improvements (road repair)	\$ 34,000.00
	Net Increase in Budget	<u>\$ 34,000.00</u>

Sewer Fund Revenues

31-5901-0000	Beginning Balance	\$ 34,000.00
	Net Increase in Budget	<u>\$ 34,000.00</u>

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Roxanne Casto, Town Clerk