

1 | **Appomattox Town Council  
Workshop Meeting  
October 29, 2024**

The Appomattox Town Council held a Workshop meeting on Tuesday, October 29, 2024, at 6:30 p.m. at the Appomattox Town Hall, Council Chambers, 210 Linden Street, Appomattox, Virginia with Mayor Conner presiding.

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

Absent: None

Others present: Carlton Duck; Kim Ray, Town Treasurer; Rob Fowler, Interim Town Manager; and Cindy Miller Deputy Town Clerk.

Mayor Conner called the meeting to order at 6:30 p.m.

**DISCUSSION #1:**

Consideration to approve the Ethic Committee's recommendations.

There was a lengthy discussion of the updated Bylaws and Rules of Procedures of the Appomattox Town Council held. Requested changes to the suggestions of the Ethics Council were to change the term for the Vice-Mayor to 2 years and to include that the Town Council will follow the Guidelines of the State of Virginia at it pertains to the Conflict-of-Interest Act.

On a motion by Mrs. Allen and seconded by Mr. Simpson, the Council voted to adopt the Bylaws and Rules of Procedure for the Appomattox Town Council and the Town of Appomattox Code of Ethics and Conduct with Ethics Pledge presented by the Ethic Committee. All members present voting aye. Motion carried 6-0.

**DISCUSSION #2:**

Discussion of the Procurement Policy

An open discussion of the Procurement Policy fund limits was requested to be increased and updated in the Code.

On a motion by Mr. Boyce and seconded by Mr. Garrett, the Council voted to update Sec-2-446 (b) The provisions of Code of Virginia, title 2.2, ch.43, otherwise know as the Virginia Public Procurement Act, limit for purchases over \$200, 000.00.and with limitations on spending authority of any purchases over \$50,000.00 requiring the approval of the Council of the Town of Appomattox. All members present voting aye. Motion carried 6-0.

**DISCUSSION #3:**

Consideration approving an employee Christmas bonus.

On a motion by Ms. Spiggle and seconded by Mrs. Puckette, the Council voted on a roll call vote to approve a one-time bonus for each full-time employee of \$500 and each part-time employee of \$250 for Christmas currently employed.

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

DISCUSSION #4:

Consideration to absorb processing fees for credit, debit and echeck transactions.

An open discussion of the topic to absorb processing fees for credit, debit and echeck transactions was completed and no decision was made at this time.

On a motion by Mrs. Puckette and seconded by Ms. Spiggle, the Council voted to increase the Nonsufficient Fee for returned checks to \$50.00. All members present voting aye. Motion carried 6-0.

DISCUSSION #5:

Consideration of digitizing Times Virginian News Paper Reels that are currently with the Appomattox Historical Society.

On a motion by Mr. Garrett and seconded by Mrs. Puckette, the Council voted to: (1) request that the Appomattox Historical Society release the reels of the Times Virginian newspapers; (2) authorize the town to digitize the reels using Backstage Library Works; and (3) approve expenditure of up to \$4,500 for the digitization process.

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

STAFF REPORTS:

Mrs. Rothgeb, Interim Director of Facilities; provided a written report.

Rob Fowler, Interim Town Manager/ Zoning-Mr. Fowler gave the following updates.

- Three employees have been hired for Public Works, with two interviews scheduled for the Wastewater treatment plant.
- Final landscaping contract for the Depot has been received.
- The Lee Grant project article will publish in the Times Virginian newspaper this week and the project is not out for bid.

On a motion by Mr. Garrett, seconded by Mrs. Puckette, the Town Council voted to use ARPA funds for the Lee Grant project construction and for the fee for Hurt & Profitt for the project.

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

Mrs. Ray, Treasurer, gave the following updates.

- All funds are currently in the black.

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- The Trickling Filter Grant has been used up.
- The Federal and State grant inspections for the Church St waterline project will be completed soon.
- Water lead surveys are being mailed out.

On a motion by Mr. Boyce, seconded by Mrs. Puckette, the Council voted to convene in closed session for public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body pursuant to Virginia code section 2.2-3711(A)3.

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

On a motion by Mr. Simpson, seconded by Mr. Garrett, the Council voted to convene in Closed Session for the purpose of assignment, appointment, promotion and performance or resignation of specific public officer, appointee, or employee of any public body, specifically being Employee A pursuant to Virginia Code Section 2.2.3711(A)1.

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

The meeting was re-opened to the public.

On a motion by Mrs. Allen, seconded by Ms. Spiggle:

To the best of each member's knowledge, the only subjects just discussed or considered in the preceding closed meeting were those: (i) lawfully exempted from the FOIA Act's open-meeting requirements and (ii) properly identified in the motion that convened the closed meeting, pursuant to Virginia Code Section 2.2-3711(A)1.

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

**COUNCIL COMMENTS:**

Boyce-Provided a document to be shared on grant writing.

Allen-Would like a Proclamation for Nurse Practitioner's week November 10<sup>th</sup>-16<sup>th</sup>, 2024.

Garrett- none

Spiggle- none

Simpson- none

Puckette – none

STANDING COMMITTEE REPORTS:

Finance and Planning/ARPA- ARPA funds allocation will be verified to confirm if any is left.

Physical Development- none

ADJOURNMENT:

On a motion by Mr. Garrett, seconded by Mr. Boyce, the Council voted to adjourn at 8:45 pm.  
All council members present voting aye. Motion carried 6-0.

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Cindy Miller  
Deputy Town Clerk

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Richard C. Conner  
Mayor