

1 | **Appomattox Town Council**
Workshop Meeting
May 28, 2024

The Appomattox Town Council held a Workshop meeting on Tuesday, May 28, 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., Mary Lou Spiggle, Timothy W. Garrett, Nathan A. Simpson, and Claudia G. Puckette.

Others present: Carlton Duck; Kim Ray, Town Treasurer; Rob Fowler, Interim Town Manager; Christy Torrence, Interim Clerk of Council; Bill Jamerson; Kaylee Simpson; Nickcole Maynard-Errami

Mayor Conner called the meeting to order and opened the public hearing.

Public Hearing:

The purpose of this public hearing will be to receive public comments concerning the following:

Proposed FY 2025 Budget for the Town of Appomattox - In accordance with §15.2-2506 Code of Virginia, the following is a brief synopsis of the budget proposed by the Town of Appomattox for FY 2025:

GENERAL FUND EXPENDITURES	\$2,852,462.00
WATER FUND EXPENDITURES	\$3,093,628.00
SEWER FUND EXPENDITURES	\$1,583,712.00
TOTAL EXPENDITURES	\$7,529,802.00
GENERAL FUND REVENUE	\$2,852,462.00
WATER FUND REVENUE	\$3,093,628.00
SEWER FUND REVENUE	\$1,583,712.00
TOTAL REVENUE	\$7,529,802.00

Documentation is available during regular business hours in the Appomattox Town Office, 210 Linden Street, Appomattox, Virginia. A copy is also available on the Town of Appomattox website, www.townofappomattox.com.

The public and all interested parties are invited to attend this public hearing to make their views known on the proposed FY 2025 Budget for the Town of Appomattox. Any person needing special accommodation should contact the Town Office no later than the close of business on the day of the hearing at 434-352-8268.

There were no comments received from the public.

Mayor Conner closed the public hearing.

DISCUSSION #1:

Rob Fowler reviewed three code sections the town could possibly use in the Property Maintenance Code. Mr. Fowler recommended option three. He will start communicating with problem areas and inform property owners of the code the Town is trying to put into place and our goals. Mr. Fowler will try to have someone from the state here during the June workshop. With Council consensus, staff will move forward with training and ask the attorney to provide a final draft of the code.

DISCUSSION #2:

Staff was asked to solicit at least one more quote for the Town Hall Compliance Survey.

DISCUSSION #3:

Mr. Simpson led a discussion on the Town's outdated IT infrastructure. He mentioned that it was impacting us in areas that we didn't realize such as our security camera system. It was requested that Mr. Fowler look into finding someone to help with the Town's IT and networking to support cameras and accessing files from home. Staff was asked to submit a plan at the June workshop meeting.

DISCUSSION #4:

The Town has two key positions to fill. The Berkley Group is providing a quote to conduct the search for the new Town Manager. Staff will solicit two more quotes. Staff will update the job description for the Public Works Director and come up with a plan to handle the day-to-day in the interim.

Mr. Fowler and Mrs. Maynard-Errami will come up with some ideas for employee appreciation.

COUNCIL COMMENTS:

Mary Lou Spiggle-none

Claudia Puckette – none

Nathan A. Simpson – 1925-2025 anniversary is coming up. 15-20 photos albums were found stored at the Town office. Wants to make a book and asked permission to scan the pictures. No council member objected to the request. Talked with Mrs. Adams from the County about her email regarding the joint meeting. Would like to change the agenda to include a meet and greet, introductions-who are you and what do you hope to see in the community? With all council members giving their consent, Nathan will send out the updated agenda to the county for their approval.

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James Boyce- Thanked Nickcole publicly for being willing to step in.

Jane Allen - none

Richard Conner- Gained a lot from the training retreat and would like to get organizational chart ready and approved.

STANDING COMMITTEE REPORTS:

Finance and Planning/ARPA-none

Physical Development-none

STAFF REPORTS:

Kim Ray-Provided the May 2024 financial report. Will be needing to ask for some budget amendments soon. She is working to close the Downtown Revitalization Project Grant. Gave an update on where we currently stand with Nathan Harbin and his contract.

Nickcole Maynard-Errami-Gave a report on the current state of Human Resource affairs within the Town administration and made the following recommendations: compliance review and training, capitalize on existing technology, policy development and implementation, employee relations support.

Rob Fowler-Asked Council if they would prefer the potential new clerk to be a clerk position or a deputy clerk position with the Town Manager carrying the title of clerk and delegating the work to the deputy. Consensus by Council was the offer would be a deputy clerk position. Mr. Fowler also asked Council to consider recognizing the American Civil War Museum for hosting the Council Retreat rent free.

On a motion by Mr. Simpson, seconded by Mrs. Allen, Council voted to give the American Civil War Museum a one-time donation in the amount of \$2,500 for allowing to use the meeting room.

Roll Call Vote: Jane Allen-yes, Jim Boyce-yes, Mary Lou Spiggle-yes, Timmy Garrett-yes, Nathan Simpson-yes, and Claudia Puckette-yes.

ADJOURNMENT:

On a motion by Mr. Garrett, seconded by Mr. Boyce, Council voted to adjourn at 8:09 pm. All council members present voting aye. Motion carried 6-0.

Christy Torrence
Interim Clerk

Richard C. Conner
Mayor