



Appomattox Town Council Regular Meeting Agenda

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

Tuesday, November 12, 2024

6:30 PM – Town Council Regular 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

Citizen Comment

Scheduled Public Appearances

- [1.](#) Proclamation for Nurse Practitioner Week

Mayor's Comments

Adoption of the Consent Agenda - November 12, 2024

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.](#) October 15, 2024 Regular Council meeting and October 29, 2024 Workshop meeting

Unfinished Business

New Business

3. Proposed Abandonment request for Frontage 1018

Town Manager's Report

Council Comment

4. Discussion of Appomattox Centennial Commission

CLOSED SESSION

5. Closed session, pursuant to Code of Virginia Section 2.2-3711(A)1 for the purpose of discussing prospective candidates for employment, specifically being vacancy A.

Adjournment

File Attachments for Item:

1. Proclamation for Nurse Practitioner Week

Nurse Practitioner Week

WHEREAS, nurse practitioners (NPs) are advanced practice registered nurses who have master's and often doctorate degrees, as well as extensive clinical training in the diagnosis and management of common and complex medical conditions; and

WHEREAS, NPs provide high-quality primary, acute and specialty care services while focusing on health promotion, disease prevention, health education and counseling, as well as guiding patients to make smarter health and lifestyle choices every day; and

WHEREAS, NPs work to expand access to care in underserved communities and reduce health care disparities; and

WHEREAS, there are more than 355,000 licensed nurse practitioners in the United States, and more than 15,000 licensed NPs in Virginia; and

WHEREAS, the confidence that patients have in NP-delivered health care is evidenced by the more than one billion visits made annually to nurse practitioners across the country;

WHEREAS, more than five decades of research demonstrates the high quality of care provided by NPs; and

NOW, THEREFORE, I, Richard Conner as Mayor of the Town of Appomattox, do hereby recognize November 10-16, 2024, as **NURSE PRACTITIONER WEEK** and I call this observance to the attention of all our citizens.

Clerk

Mayor

File Attachments for Item:

2. October 15, 2024 Regular Council meeting and October 29, 2024 Workshop meeting

1 | **Appomattox Town Council**
Regular Council Meeting
October 15, 2024,

The Appomattox Town Council held a Regular Council meeting on Tuesday, October 15, 2024, at 6:30 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Conner, presiding.

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

Members absent: Nathan Simpson

Others: Carlton Duck, Alive Media; Rob Fowler, Interim Town Manager, David Carter, Tori Rothgeb, and the Honorable Sheriff Robert Richardson.

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

Reverend Duck led the prayer and Pledge of Allegiance to the Flag of the United States of America.

Mayor Conner welcomed everyone to the meeting.

Scheduled Public Appearances:

The Honorable Sheriff Robert Richardson presented an update from the past two quarters and an update on the canines. He stated both canines are doing an excellent job! The council thanked Sherriff Richardson for the job he is doing.

Citizen Comment: None

Adoption of the Consent Agenda-October 15, 2024

On a motion by Mr. Garrett, seconded by Mr. Boyce, the Council voted to adopt the consent agenda for September 9, 2024, Regular Meeting, September 20, 2024, Special called Meeting, September 24, 2024, Workshop Meeting and October 4, 2024, Special Call Meeting. All members present voting aye. Motion carried 5-0.

Unfinished Business: None

New Business:

Water Treatment Manager Presentation: David Carter presented a Well Operation Cost report, which reviewed Estimated Cost to get Wells functioning to full capacity with repairs. The report provided five phases to consider. The full report is on file.

On a motion by Mr. Garrett, seconded by Ms. Puckette, the Council voted to proceed with phase one and allow \$150,000.00 to be used from the ARPA funds for expenses to bring the emergency wells up to date and running.

2 | **Appomattox Town Council**
Regular Council Meeting
October 15, 2024,

ROLL CALL VOTE: Allen-yes, Boyce-yes, Garrett-yes, Puckette-yes, Spiggle-yes. Motion carried 5-0.

Ethics Committee- Ms. Spiggle presented the Ethics Committee report and reviewed the Bylaws and Rules of Procedures recommended by the Committee and the Code of Ethics and Conduct with Pledge recommended by the Committee.

The council asked to table the discussion until the Workshop meeting on October 29, 2024, to allow time for Council to review each.

Closed Session:

On a motion by Ms. Puckette seconded by Ms. Spiggle, Council voted to convene in Closed Session, pursuant to Section 2.2-3711(A)6, for the purpose of discussing or considering 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 investment of public funds in a contract with a 3rd party to provide consulting services to the Town of Appomattox.

ROLL CALL VOTE: Allen – yes, Boyce – yes, Garrett – yes, Puckette – yes, Spiggle – yes, Motion carried 5-0.

On a motion by Mr. Boyce, seconded by Mrs. Allen, Council voted to convene in Closed Session, pursuant to Section 2.2-3711(A)6, for the purpose of discussing or considering 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 investment of public funds in a contract with a 3rd party to provide consulting services to the Town of Appomattox.

ROLL CALL VOTE: Allen – yes, Boyce – yes, Garrett – yes, Puckette – yes, Spiggle – yes, Motion carried 5-0.

The meeting was re-opened to the public.

Council Member Spiggle made the following motion:

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

The motion was seconded by Council Member Allen and Council by the following recorded vote adopted the motion:

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Regular Council Meeting
October 15, 2024,

ROLL CALL VOTE: Allen – yes, Boyce – yes, Garrett – yes, Puckette – yes, Spiggle-yes.
Motion carried 5-0.

Council Standing Committee Reports:
Finance & Planning Committee: None
Physical Development Committee: None
ARPA: None

Town Managers Report:

Mr. Fowler gave the following updates.

- Vacant Commercial properties have been looked at within the Town limits and approximately seven locations have been identified.
- Interviews have been scheduled for Public Works this week.
- The HR consultant has been in to speak to the employees.
- Lee Grant project- Plans are expected to be turned in this week and then the bidding process can begin.
- Church St waterline is scheduled to be completed by late November early December.

Council Comments:

Allen- Railroad Day weekend had some Business Owners complaining that due to vendor displays it was hard to tell they were open for business and vendors were blocking entrance to their locations. The Railroad committee has been informed.

- Jane requested that the town look into sign brackets for the new light post on Old Courthouse Rd. Flags for Christmas, Veteran flags and to honor First Responders..

Boyce- The VML conference provided information on Grant writing training, which can be found online on the VML website.

- Advantages of Data Centers in your area
- Luncheon with Town employees went well- Rob stated the new Employee committee will meet with employees to get feedback and bring recommendations to the board.

Garrett-none

Spiggle-Don Jones has asked that the Christmas banners be put up on main street prior to the Tree Lighting ceremony.

Puckette-none

Adjournment:

On a motion by Mr. Garrett, seconded by Mrs. Allen, the Council voted to adjourn at 8:05 pm.
All members present voting aye. Motion carried 5-0.

Cindy Miller
Deputy Town Clerk

Richard C. Conner
Mayor

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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Workshop Meeting
October 29, 2024**

- 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 10th-16th, 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.

Cindy Miller
Deputy Town Clerk

Richard C. Conner
Mayor