



Appomattox Town Council Regular Meeting Agenda

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

Monday, February 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

Mayor's Comments

Scheduled Public Appearances

1. Blair Smith-Dominion 7 Architects
2. Nathan Harbin-Presentation of Train Depot landscaping proposals

Adoption of the Consent Agenda-February 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.

1. January 8, 2024 Regular Meeting and January 23, 2024 Workshop Meeting Minutes

Unfinished Business

New Business

1. Consideration to appoint individuals to the Town of Appomattox Economic Development Authority.

Closed Session

Pursuant to Section 2.2-3711(A)1 of the Code of Virginia for the assignment of specific public appointees, specifically being confirmation of appointee A's prior appointment and approval of the personnel report.

Council Standing Committee Reports

Citizen Comment

Town Manager's Report

Council Comment

Adjournment

File Attachments for Item:

3. All matters listed under the 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.

January 8, 2024 Regular Meeting and January 23, 2024 Workshop Meeting Minutes

1 | **Appomattox Town Council**
Regular Council Meeting
January 8, 2024

The Appomattox Town Council held a Regular Council meeting on Monday, January 8, 2023, 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.

Absent: Nathan A. Simpson

Others: Carlton Duck, Alive Media; Kim Ray, Treasurer; R. Terry McGhee, Town Manager; Roxanne W. Casto, Clerk of Council; Jeff Elder, Director of Public Works; Christy Torrence, Office Manager and Charles Conrad

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:

None

Adoption of the Consent Agenda:

On a motion by Mr. Garrett, seconded by Ms. Spiggle, the Town Council voted to adopt the consent agenda as presented for January 8, 2024. All members present voting aye. Motion carried 5-0.

Unfinished Business:

None

New Business:

On a motion by Mr. Boyce, seconded by Mr. Garrett, the Council voted to write off FY 2024 uncollected balances, specifically \$2591.42 for 2018 Personal Property taxes and \$1,158.58 for 2020 Utility bills.

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

On a motion by Ms. Spiggle, seconded by Mrs. Puckette, the Council voted to reappoint Kenny Gobble to the Town of Appomattox Economic Development Authority for a four-year term beginning January 1, 2024. All members present voting aye. Motion carried 5-0.

A discussion was held regarding the vacancies on the Town of Appomattox Economic Development Authority. Mr. McDearmon resigned effective immediately and Mr. Simpson does

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not want to serve after his term expires. Mr. McGhee will post the vacancies on the Town website.

On a motion by Ms. Spiggle, seconded by Mr. Garrett, the Council voted to reappoint Steve Conner as a Town Representative on the Joint Board of Zoning Appeals for five (5) year term ending December 31, 2028. All members present voting aye. Motion carried 5-0.

Council Standing Committee Reports:

ARPA: None

Finance and Planning Committee: None

Physical Development Committee: None

Citizen Comment:

None

Town Manager's Report:

In addition to his email sent on January 5, 2024, Mr. McGhee mentioned the following:

- The new website has been up since last week.
- There will be a public recognition ceremony on Friday, January 12 at 4:00 pm, celebrating Roxanne Casto's retirement after 30 years of service to the Town.
- An update was given on the waterline project—it is moving along at 80-100 ft per day. The Cawthorne St issue with the road closure sign and the garbage truck will be addressed.
- Positive feedback was received regarding the Christmas luncheon.
- Jeff Elder is back to work.
- Nathan Harbin will be at the January workshop meeting.
- Suggests using Dominion 7 Architects for Town Hall renovations.

Closed Session:

On a motion by Mr. Boyce, seconded by Mrs. Puckette, Council voted to convene in Closed Session, pursuant to Section 2.2-3711(A)1, for the purpose of assignment, appointment, promotion, and performance or resignation of specific public officers, appointees, or employees of any public body, specifically being Appointee A and Employee B pursuant to Virginia Code Section 2.2-3711(A)(1).

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

The meeting was re-opened to the public.

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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 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 2.2-3712(D).

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

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

On a motion by Ms. Spiggle, seconded by Ms. Puckette, the Council voted to appoint Christy Torrence as Interim Town Clerk beginning January 13, 2024. All members present voting aye.
Motion carried 5-0.

Council Comments:

Mr. Boyce: Happy New Year and looking forward to 2024. Mrs. Casto has been a big blessing.

Ms. Allen: Happy New Year!

Mr. Garrett: Thank you to Mrs. Casto for putting up with the Council.

Ms. Spiggle: Thanked Mrs. Casto for doing more than her job description. It has been a wonderful situation.

Ms. Puckette: Thank you to Mrs. Casto.

N. Simpson: absent

Mayor Conner: Thanked Mrs. Casto for all of her assistance.

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Adjournment:

On a motion by Mr. Garrett, seconded by Mr. Boyce, the Council voted to adjourn at 7:40 pm. All members present voting aye. Motion carried 5-0.

Christy Torrence
Interim Clerk

Richard C. Conner
Mayor

1 | **Appomattox Town Council**
Workshop Meeting
January 23, 2024

The Appomattox Town Council held a Workshop meeting on Tuesday, January 23, 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, Mary Lou Spiggle, Timothy W. Garrett, Claudia G. Puckette, and Nathan A. Simpson.

Absent: James J. Boyce, Sr.

Others present: Carlton Duck, Jeff Elder, Facilities Director; Kim Ray, Town Treasurer; R. Terry McGhee, Town Manager and Christy J. Torrence, Interim Clerk of Council, Mrs. Nathan Simpson, Sheriff Robert Richardson

Mayor Conner called the meeting to order.

SCHEDULED PUBLIC APPEARANCES:

The Honorable Sheriff Robert “Robby” Richardson appeared before Council to introduce himself as the new sheriff of Appomattox County. He thanked the Town for the drug dog that was provided and said that they were already seeing results at the middle school and they credit the new dog for the improvement.

Sheriff Richardson asked if the Town had it in the CIP to provide a vehicle every three (3) years. Mrs. Ray said it was not in the CIP and the car that the Town purchased last year was ARPA funded. Mr. Simpson proposed that Council sign a sixty (60) to ninety (90) day extension to the current MOU with the commitments made in the last budget cycle which included increasing the sheriff stipend and raises for two (2) deputies. Mr. Simpson would like to use this time to refine the CIP. Mr. Simpson would like for staff to work with the Town attorney to make this a “living” document.

DISCUSSION:

On a motion by Mr. Simpson, seconded by Mrs. Puckette, the Council voted to select Dominion 7 to develop a proposal for the Town Hall renovation. All members present voting aye. Motion carried 5-0.

Mr. Simpson led a discussion regarding implementing a property maintenance code. Pamplin has something similar in their code and it has been successful. There are several properties in Town that we’d like to encourage the owners to do something with, Mr. Simpson stated. If the building is in egregious violation of the building code, we can require the owner to fix it or demolish it. Staff will do further research.

On a motion by Mr. Simpson, seconded by Ms. Spiggle, the Council voted to approve the out-of-town water request for 136 Peaceful Meadow Rd Spout Spring, VA 24593. All members present voting aye. Motion carried 5-0.

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On a motion by Mr. Garrett, seconded by Ms. Spiggle, the Council voted to approve the out-of-town water request for Lot 12 Woodchase Subdivision Map #63-8-12. All members present voting aye. Motion carried 5-0.

COUNCIL COMMENTS:

Allen – none

Spiggle – none

Garrett-Received a request from the fire department. They have been using and maintaining a 1946 fire truck that belongs to the town. They would like for the Town to consider donating it to the fire department.

On a motion by Ms. Spiggle, seconded by Mr. Simpson, the Council voted to donate the 1946 fire truck to the fire department by signing over the title. Vote: 4 – ayes, 1 – abstain. Mr. Garrett abstained from voting citing a conflict of interest as a member of the fire department. Motion carried 4-0-1.

Puckette – none

Simpson – Approached by the mayor of Pamplin. Pamplin is not represented by the Board of Zoning Appeals. Mr. Simpson believes that they should be represented and would like to appeal to the Board of Supervisors to raise the number of members on the BOZ so the Town of Pamplin can be represented. Requested staff investigate this. Excited about the Property Maintenance Code and thanked Council members for supporting it. Has been disturbed by a loud noise very early in the morning on two (2) different occasions only to discover the disturbance was a GFL trash truck. They are violating the County noise ordinance. Would like a letter written to GFL as a show cause. They need to give us a written response.

STANDING COMMITTEE REPORTS:

Finance and Planning/ARPA – None

Physical Development Committee - None

STAFF REPORTS:

Mr. Elder provided updates on the following items:

- The Church Street waterline replacement project has made it to Red House Rd. Hope to make 100 feet per day. They are a little ahead of schedule.

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Kim Ray, Treasurer provided updates on the following items:

- The December 2023 financial report.
- Budget calendar is in the meeting packet; first budget meeting will take place March 11, 2024 at 5:45 pm.
- We may need to increase the budget line item used for employee recognition—meals, etc.
- Requests for donations will be due in by March 8, reviewed by Council on March 11 during the budget meeting, and people seeking donations will present to Council March 26.

Christy Torrence, Interim Clerk of Council provided an update on the following:

- Gave an update on the utility bills that were lost in the mail. The majority of customers who receive bills outside of the 24522 zip code received their bills. No bills inside of the 24522 zip code were received. Customer service sent out a second bill to all customers with a balance and the due date has been extended until February 5. We will reevaluate on the 5th before we do disconnects on the 6th.

Mr. McGhee provided a written report on January 22, 2024. He provided an update on the following:

- He has received a request from the new Chairman of the Appomattox County Board of Supervisors (BOS). They are requesting a meeting between the Town Manager, the County Administrator, and both legal counsels.
Mayor Conner: I have attempted to get a breakfast meeting with the chairman of the Board of Supervisors and have not received a decent response.
Mrs. Puckette: Our attorney asked that we get an agenda. Did we get an agenda?
Ms. Spiggle: We were advised by our legal counsel not to meet publicly. I respect everyone on the board and the administrator, but we have never met as a Council with the Board. For them to suggest that it be with you (the mayor) and you (the Town Manager) and omit the Council who has the voting rights and decision rights on anything proposed, to me, is ludicrous. No, you don't have my permission to meet.
Nathan: I don't think it's appropriate. If the chairman and mayor want to have an unofficial breakfast meeting but an official meeting with staff and the attorneys, absolutely not. My suggestion-we propose something very clearly and they can say yes or no. We propose a joint meeting over a catered meal. We have a publicly advertised agenda. Gives us a chance to interact. We can pick two or three topics.
Mr. McGhee will come up with some topic ideas.

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ADJOURNMENT:

On a motion by Mr. Garrett, seconded by Mr. Simpson, the Council voted to adjourn at 8:36 p.m. All council members present voting aye. Motion carried 5-0.

Christy J. Torrence, Interim Clerk

Richard C. Conner
Mayor