



# Appomattox Regular Council meeting Agenda

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

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## **Monday, January 08, 2024**

### **6:30 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**

### **Adoption of the Consent Agenda - January 8, 2024**

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.

- [1.](#) November 28, 2023 Workshop Meeting and December 11, 2023 Regular Meeting Minutes

### **Unfinished Business**

### **New Business**

2. Consideration to write off FY 2024 uncollected balances, specifically \$2,591.42 for 2018 Personal Property taxes and \$1,158.58 for 2020 Utility bills.
3. Consideration to reappoint Kenny Gobble to the Town of Appomattox Economic Development Authority for a four-year term beginning January 1, 2024.
4. Discussion of a vacancy on the Town of Appomattox Economic Development Authority.
5. Consideration to recommend Steve Conner as a Town Representative on the Joint Board of Zoning Appeals for five (5) year term ending December 31, 2028.

### **Council Standing Committee Reports**

## **Citizen Comment**

## **Town Manager's Report**

## **Closed Session**

6. Closed session, pursuant to Code of Virginia Section 2.2-3711(A)1, for the purpose of resignation of specific public officers, appointees, or employees of any public body, specifically being Appointee A and Employee B.

## **Council Comment**

## **Adjournment**

**File Attachments for Item:**

1. November 28, 2023 Workshop Meeting and December 11, 2023 Regular Meeting Minutes

1 | **Appomattox Town Council**  
**Workshop Meeting**  
**November 28, 2023**

The Appomattox Town Council held a Workshop meeting on Tuesday, November 28, 2023, 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 Garrett, Claudia G. Puckette, and Nathan A. Simpson.

Others present: Carlton Duck, Frank Wright; Kim Ray, Town Treasurer; R. Terry McGhee, Town Manager and Roxanne W. Casto, Clerk of Council.

Mayor Conner called the meeting to order.

CLOSED SESSION:

On a motion by Mr. Simpson, seconded by Ms. Spiggle, the Council voted to convene in Closed Session pursuant to Virginia Code Section 2.2-3711(A)8, 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 the Brownfield Study.

Roll call vote: Allen-yes, Boyce-yes, Spiggle-yes, Garrett-yes, Simpson-yes, Puckette-yes  
Motion carried 6-0.

Certification: 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 Freedom of Information Act open meeting requirements and (ii) properly identified in the motion that convened the closed meeting, pursuant to Virginia Code Section 2.2-3712 (D).

Roll call vote: Allen-yes, Boyce-yes, Spiggle-yes, Garrett-yes, Simpson-yes, Puckette-yes  
Motion carried 6-0.

DISCUSSION:

Consideration to appoint individuals to the Train Depot Advisory Committee.

Mr. Simpson led the discussion of creating a process or procedures for the committee to use during their meetings. He also recommended each council member email the Town Clerk the name and contact information for their nominee. The Town Clerk will then distribute the candidates' names as an agenda item for the next meeting.

Mr. Simpson would also like for the Council to consider hiring a facilitator for the meetings of the committee, such as the Lynchburg Regional Business Alliance.

The council then discussed the scope of the committee:

Mr. Garrett states its wide open now and that is what scares him to death.

Mr. Simpson encouraged a hybrid type of scope. Listing some of the Town's wants and putting guard rails on the committee. The Town may or may not be able to do the ideas that come from the committee.

Mrs. Puckette advised that she does not feel like our visitor's center tells the story of what happened in Appomattox. Maybe we need to re-work the visitor center to include World War II and the Civil War history.

On a motion by Mr. Simpson, seconded by Ms. Puckette, the Council voted to dedicate a half a day, evening or night, with a facilitator and then let the facilitator lead the next 3 meetings with the committee, with a cost not to exceed \$10,000. The facilitator would then produce a report for the Town Council .

Roll call vote: Allen-yes, Boyce-yes, Spiggle-yes, Garrett-yes, Simpson-yes, Puckette-yes  
Motion carried 6-0.

Mrs. Puckette encouraged the council to choose the most creative people you know.

#### COUNCIL COMMENTS:

Ms. Puckette- invited everyone to see the new nativity scene at Liberty Baptist Church.

Mr. Simpson- asked if there was any interest in creating a pre-set amount for non-profits as we head into the budget season, excluding the fire and police departments. The non-profits would apply and the Town would divide up the capped amount.

Secondly, he inquired about the status of the security cameras at the depot.

Lastly, he asked if a calendar of all meetings could be shared with the public.

Mr. Garrett- advised that the Appomattox Volunteer Fire Department would be hosting a fundraiser "Breakfast with Santa" on Saturday, December 2, 2023, from 9:00 amn-12:00 noon at the firehouse.

He also requested staff to create a Proclamation recognizing the 2023 Girls Volleyball Team of the Appomattox County High School.

Ms. Spiggle-none

Mr. Boyce-none

Ms. Allen-none

STANDING COMMITTEE REPORTS:

Finance and Planning– None

Physical Development Committee – None

ARPA-None

STAFF REPORTS:

Mr. McGhee reported Mr. Elder is doing well.

Mrs. Ray presented the Treasurer’s Report as of October 2023. She also reported the presentation of the FY2023 Annual Audit is scheduled for the Monday, December 11, 2023, Town Council Meeting.

Mr. McGhee notified the council members that Mrs. Ray received compliments of Christy Torrence and Sharon Mobley, “They are great people.”

Mr. McGhee provided an update on the following items:

- The Downtown Revitalization project.
- Complaints regarding trash collection and loud Christmas music. Both items are being addressed.
- Firefly will begin to be installed in the next six (6) months.
- The depot project is complete and went over budget \$11,452.56 or 2%
- Nathan Harbin will be submitting a timeline for the Depot landscaping and hardscaping project.
- A country music festival is being discussed at the former Thomasville property for June 2024.
- Gunner Nowell’s poster is on display at the library.
- The split rail fencing, handicap parking spaces, fencing and railings and the gates at Mrs. Wilson’s should be completed soon.
- CHA has begun working on the water source study.
- Mr. Conrad has asked the Appomattox County Administrator about the legal case impacting the water supply. There has been no response as of today.
- The court case regarding Ms. Olivarri is scheduled for November 30, 2023.
- A portion of Church Street waterline will be undergoing pressure testing under 150 psi to determine if any leaks exist.
- All water lines have been moved on Old Courthouse Road for the Smartscale project. The new lines have also been entered in the GPS mapping system.
- He will be meeting with a playground equipment company regarding handicap equipment.

Council thanked Reverend Duck for his service and contribution to the Town.

ADJOURNMENT:

On a motion by Mr. Garrett, seconded by Ms. Allen, the Council voted to adjourn at 8:30 p.m. All council members present voting aye. Motion carried 5-0.

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Roxanne W. Casto, MMC  
Clerk

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Richard C. Conner  
Mayor

1 | **Appomattox Town Council**  
**Regular Council Meeting**  
**December 11, 2023**

The Appomattox Town Council held a Regular Council meeting on Monday, December 11, 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: Hailey Fox, Brown Edwards; Carlton Duck, Alive Media; Dana Glover, Kim Ray, Treasurer; R. Terry McGhee, Town Manager; Roxanne W. Casto, Clerk of Council

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. The Town has accomplished a lot this year.

Scheduled Public Appearances:

Hailey Fox with Brown Edwards appeared before the Town Council to provide an overview of the final Fiscal Year 2023 Town Audit.

Adoption of the Consent Agenda:

On a motion by Mr. Garrett, seconded by Mrs. Puckette, the Town Council voted to adopt the consent agenda as presented for December 11, 2023. All members present voting aye. Motion carried 5-0.

Unfinished Business:

None

New Business

None

Council Standing Committee Reports:

ARPA: none

Finance and Planning Committee: none

Physical Development Committee: none

Citizen Comment: none



2 | **Appomattox Town Council**  
**Regular Council Meeting**  
**December 11, 2023**

Town Manager's Report:

Mr. McGhee reviewed his email of December 8, 2023, with the Town Council.

Council Comment:

Mr. Boyce: Asked that you keep the people of Tennessee in your prayers, and they try to pick up the pieces from the Tornado. We need to cast the net of care a little further.

Ms. Allen: Thank you for being so nice and guiding her this past year. She is excited to see the progress. Merry Christmas and Happy New Year to everyone.

Mr. Garrett: none

Ms. Spiggle: Merry Christmas and a Happy and Prosperous New Year.

Ms. Puckette: The Town has had success this year due to the Town Staff. We should be proud of the things accomplished for the community.

N. Simpson: absent

Adjournment:

On a motion by Mr. Garrett, seconded by Mrs. Puckette, the Council voted to adjourn at 7:30 pm. All members present voting aye. Motion carried 5-0.

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Roxanne W. Casto, MMC  
Clerk

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Richard C. Conner  
Mayor