



# Appomattox Town Council Regular Meeting Agenda

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

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**Monday, May 13, 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**

Carlton Duck will give a brief presentation concerning the new equipment and discuss the five programs filmed for Your Town Appomattox.

**Adoption of the Consent Agenda -May 13, 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.

April 8, 2024 Budget Work Session Meeting; April 8, 2024 Regular Meeting; April 23, 2024 Budget Work Session Meeting; April 23, 2024 Workshop Meeting

**Unfinished Business**

Consideration to adopt and certify the resolution to vacate a portion of Hunter Street between Point A and Point B as shown on the attached sketch.

**Closed Session**

Closed session, pursuant to Code of Virginia Section 2.2-3711(A)1, for the purpose of assignment, appointment, promotion, and performance or resignation of

specific public officer, appointee, or employee of any public body, specifically being Employees A and B.

### **Closed Session**

Closed Session, pursuant to Code of Virginia Section 2.2-3711(A)1 for the purpose of discussion, consideration, or interviews of prospective candidates for employment of any public body specifically being Candidate A.

### **Action Items Arising From Closed Session**

### **New Business**

### **Council Standing Committee Reports**

### **Citizen Comment**

### **Town Manager's Report**

### **Council Comment**

### **Adjournment**

**File Attachments for Item:**

2. April 8, 2024 Budget Work Session Meeting; April 8, 2024 Regular Meeting; April 23, 2024 Budget Work Session Meeting; April 23, 2024 Workshop Meeting

1 | **Appomattox Town Council**  
**Budget Work Session**  
**April 8, 2024**

The Appomattox Town Council held a Budget work session on Monday, April 8, 2024, at 5:45 p.m. at the Appomattox Town Hall, Council Chambers, 210 Linden Street, Appomattox, Virginia.

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

Others present: Kim Ray, Town Treasurer; R. Terry McGhee, Town Manager; Christy Torrence, Interim Clerk of Council; Dana Glover, Kaylee Simpson, Mckinley Cardwell, Stephanie Pawelczyk

Mayor Conner called the budget work session to order.

Mrs. Ray discussed the draft of the FY 2025 budget for the Town of Appomattox that Council was given at the last budget work session on March 26, 2024.

Mrs. Ray proposed a 3% cost of living adjustment for FY 2025 budget as that seems to be what other localities are doing. She also proposed that 1% of the budget be designated for donations.

Council agreed on the following donations:

Til the End of Time Sanctuary-\$1,000

T & C Promotions-\$0

Appomattox for Equality-\$1,000

Appomattox Youth Sports-\$4,000

Historic Appomattox Railroad Festival-\$10,000

A suggestion was made to give \$2,000 to the American Civil War Museum. The following roll call vote was recorded. ROLL CALL: Allen-yes, Simpson-yes, Garrett-no, Puckette-no, Boyce-no, Spiggle-no. By a 4-2 vote, Council voted to give \$0 to the American Civil War Museum.

It was decided that donations for the sheriff's department, fire department, and rescue would be removed from the donation line item and be taken from the general fund. Experience Appomattox would be removed from the donation line item and be taken from tourism line item.

ADJOURNMENT:

The budget work session adjourned at 6:25 pm.

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Christy Torrence  
Interim Clerk

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Richard C. Conner  
Mayor

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

The Appomattox Town Council held a Regular Council meeting on Monday, April 8, 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, Timothy W. Garrett, Nathan A. Simpson

Others: Carlton Duck, Alive Media; Kim Ray, Treasurer; R. Terry McGhee, Town Manager; Christy Torrence, Interim Clerk of Council; Kaylee Simpson; Sam Vance; Dana Glover; Mckinley Cardwell; Stephanie Pawelczyk; Jeff Elder, Director of Public Works; Bryan Baine

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

Mayor's Comments:

I'm looking forward to working together through the rest of the year just like we did tonight on budget.

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 "Robby" Richardson gave an update which included the quarterly stats. The drug dogs are actively being used and getting drugs off the street.

Adoption of the Consent Agenda:

On a motion by Mr. Garrett, seconded by Ms. Spiggle, the Town Council voted to adopt the consent agenda after amending to change "resend" to "rescind" in the March 19, 2024, Special Call Meeting minutes. All members present voting aye.

Motion carried 6-0.

Unfinished Business:

Mr. McGhee requested that Council give permission to make public the press release regarding the waterline.

On a motion by Mr. Garrett, seconded by Mr. Simpson, the Town Council voted to table the press release until after the meeting with the county. All members present voting aye.

Motion carried 6-0.

On a motion by Mr. Simpson, seconded by Mr. Boyce, the Town Council voted to obtain a copy of all 1057 pages of the docket files with Cambell County lawsuit against Region 2000, not to exceed \$600. All members present voting aye. Motion carried 6-0.

2 | **Appomattox Town Council**  
**Regular Council Meeting**  
**April 8, 2024**

Mayor Conner asked Council to select three (3) dates to offer to the County for the joint meeting. The following dates were selected: May 22, 2024 at 3:00 pm, May 29, 2024 at 3:00 pm, June 12, 20254 at 3:00 pm. Mr. Simpson requested that the letter be sent out by the end of the week.

New Business:

Mr. Simpson requested that a private document repository be created for the council. It would be a password protected folder link to include minutes, agendas, budgets, contracts, zoning maps, comprehensive plans, lists of board and commission members and the meeting times. This would be read-only access.

Mr. Boyce would like to see Council codify no parking on the sidewalks and include a fine.

On a motion by Mrs. Spiggle, seconded by Mr. Garrett, the Town Council voted to obtain information from the City of Lynchburg ordinance that prohibits interference with pedestrian sidewalk traffic and send directly to legal counsel to get started on the codification process. All members present voting aye. Motion carried 6-0.

Council Standing Committee Reports:

ARPA: None

Finance and Planning Committee: None

Physical Development Committee: None

Citizen Comment:

Bryan Baine appeared to discuss the widening of Lee Grant Ave. He mentioned that this would affect nine families and that taking even a small amount of land would put his porch on the road and would be unsafe. He requested that the town “hit pause” and stop the application process. He requested that the Town visit each family, stake out the land that would be taken. He said that the sidewalks are unsafe and should be fixed immediately but not as a part of the road widening process.

On a motion by Mr. Garrett, seconded by Mr. Simpson, the Council voted to have staff look into potential solutions to repair the sidewalk on Lee Grant Ave. All members present voting aye. Motion carried 6-0.

Town Manager’s Report:

Mr. McGhee stated that all items in his Town Manager’s Update email sent on April 7, 2024, had already been covered earlier in today’s meeting.

3 | **Appomattox Town Council**  
**Regular Council Meeting**  
**April 8, 2024**

Closed Session:

On a motion by Ms. Spiggle seconded by Mr. Simpson, Council voted to convene in Closed Session, pursuant to Section 2.2-3711(A)1, for the discussion of the performance of a specific public employee, specifically being Employee A.

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

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 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.

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

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

Council Comments:

Mr. Boyce: none

Ms. Allen: none

Mr. Garrett: none

Ms. Spiggle: none

Mrs. Puckette: none

Mr. Simpson: Will we have the property maintenance code complete by May workshop? Would like to adopt the latest edition of Roberts Rules of Order at the next meeting.

4 | **Appomattox Town Council**  
**Regular Council Meeting**  
**April 8, 2024**

Adjournment:

On a motion by Mr. Garrett, seconded by Mr. Boyce, the Council voted to adjourn at 8:25 pm. All members present voting aye. Motion carried 6-0.

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Christy Torrence  
Interim Clerk

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Richard C. Conner  
Mayor



1 | **Appomattox Town Council**  
**Budget Work Session**  
**April 23, 2024**

The Appomattox Town Council held a Budget work session on Monday, April 23, 2024, at 5:45 p.m. at the Appomattox Town Hall, Council Chambers, 210 Linden Street, Appomattox, Virginia.

Members present: James J. Boyce, Sr., Mary Lou Spiggle, Timothy W. Garrett, Claudia G. Puckette, Nathan A. Simpson and Mayor Richard Conner

Others present: Kim Ray, Town Treasurer; R. Terry McGhee, Town Manager; Christy Torrence, Interim Clerk of Council; Kaylee Simpson; Jeff Elder, Rob Fowler

Mayor Conner called the budget work session to order.

Council approved including \$50,000 in the budget for Appomattox County Rescue Squad to purchase a new truck. If asked, they should be prepared to show proof of purchase for the new truck or evidence that the money is still sitting in the account for future purchase.

Council approved a sheriff stipend of \$1350. Mr. Boyce requested that the sheriff stipend be 7.5% of comp board salary for FY 2026.

Nathan and Timmy will get together to write an updated MOU for the county and then have Attorney Frank Wright review.

Council agreed to the new \$13,600 request from the sheriff's department and to fully fund the fire department.

ADJOURNMENT:

The budget work session adjourned at 6:45 pm.

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Christy Torrence  
Interim Clerk

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Richard C. Conner  
Mayor

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

The Appomattox Town Council held a Workshop meeting on Tuesday April 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: Mary Lou Spiggle, Timothy W. Garrett, Claudia G. Puckette, Nathan A. Simpson and James J. Boyce, Sr.

Absent: Jane Allen

Others present: Carlton Duck, Jeff Elder, Facilities Director; Kim Ray, Town Treasurer; R. Terry McGhee, Town Manager; Christy J. Torrence, Interim Clerk of Council; Kaylee Simpson; Rob Fowler, Frank Wright

Mayor Conner called the meeting to order.

DISCUSSION:

Rob Fowler discussed the property maintenance code. He suggested the possibility of using the Physical Development Committee. Councilman Simpson suggested taking Council out of it and having enforcement a function of town manager and not an elected official. Mr. Fowler said a general property maintenance code would cover things like peeling paint, loose siding, structural issues, and nuisance items. The code would be complaint based—a complaint would be received, the homeowner cited, and staff would work with the homeowner to come up with a plan and a communication schedule. The town would need to hire a consultant or invest in training a staff member. Mr. Fowler will present a draft of the code at the workshop meeting scheduled for May 28.

Mr. Simpson asked that discussion item number two be tabled for a future meeting. Council agreed.

On a motion by Mr. Boyce, seconded by Ms. Spiggle, Council voted to adopt Robert's Rules of Order 12<sup>th</sup> Edition as the rules of order for the governing body. All members present voting aye. Motion carried 5-0.

PUBLIC COMMENTS:

Bryan Baine thanked Council for how he was received when he spoke at the last meeting. He discussed his concerns about widening Lee Grant Ave; houses in the area are large and couples with children are the ones who buy large houses. If yards are close to a busy street, the houses are less attractive to buyers. Mr. Baine expressed his concern about his houses losing value.

Mayor Conner read a letter from Deana and Timothy Olsen, owners of 111 Burke St. They also spoke out against widening Lee Grant Ave and the Smart Scale Project.

2 | **Appomattox Town Council**  
**Workshop Meeting**  
**April 23, 2024**

Mayor Conner asked legal counsel if there was a legal way we could prohibit school bus traffic on Lee Grant Ave. Attorney Frank Wright said he would have to refer the question to someone else as he also represents Appomattox County School Board. Mr. Simpson requested that a meeting be set up with Mayor Conner, the Director of Transportation and Appomattox County School Board.

On a motion by Mr. Simpson, seconded by Mrs. Puckette, Council voted to withdraw the Smart Scale application and to authorize the Public Works Director to advertise for engineering to correct the issues on Lee Grant Ave and Burke St.

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

Closed Session 1:

On a motion by Mr. Simpson, seconded by Mr. Garrett, the Council voted to amend the closed session to include employees A-H. All members present voting aye. Motion carried 5-0.

On a motion by Mr. Simpson seconded by Ms. Spiggle, Council voted to convene in Closed Session, pursuant to Section 2.2-3711(A)1, for the discussion of the performance of a specific public employee, specifically being Employee A-H.

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

The meeting was re-opened to the public.

Council Member Boyce 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 2.2-3711(A)1.

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

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

Closed Session 2:

On a motion by Mr. Garrett, seconded by Mr. Simpson, Council voted to convene in Closed Session, pursuant to Section 2.2-3711(A)1, for the discussion of the performance of a specific public employee, specifically being Employee A-D.

3 | **Appomattox Town Council**  
**Workshop Meeting**  
**April 23, 2024**

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

The meeting was re-opened to the public.

Council Member Garrett 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 2.2-3711(A)1.

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

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

COUNCIL COMMENTS:

Spiggle – none

Garrett – none

Puckette – none

Simpson – none

Boyce-none

STAFF REPORTS:

Mr. McGhee referred Council to his email sent on April 22, 2024.

ADJOURNMENT:

On a motion by Mr. Garrett, seconded by Mrs. Puckette, the Council voted to adjourn at 10:28 p.m. All council members present voting aye. Motion carried 5-0.

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4 | **Appomattox Town Council**  
**Workshop Meeting**  
**April 23, 2024**

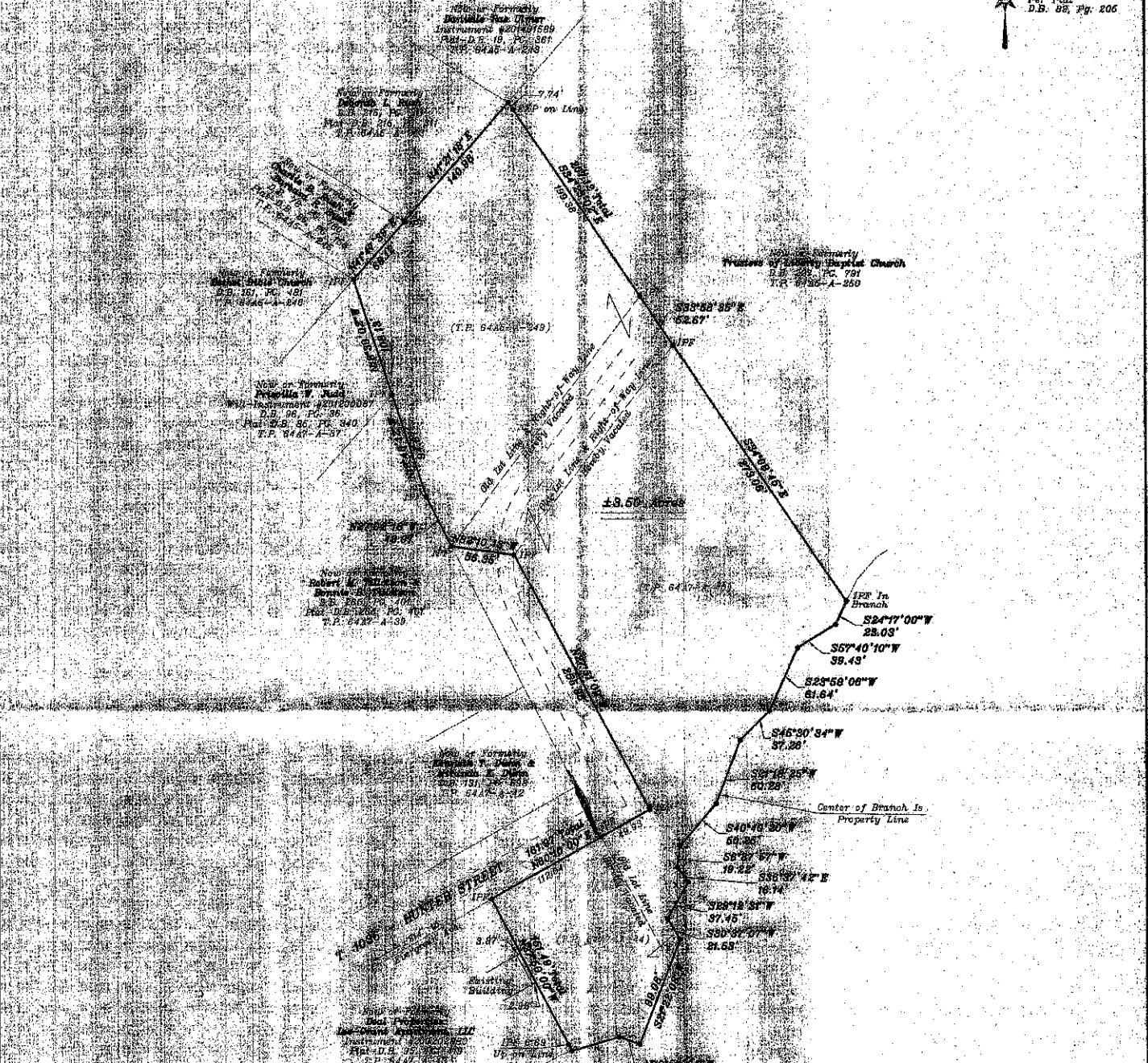
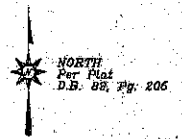
Christy J. Torrence, Interim Clerk

Richard C. Conner  
Mayor

**File Attachments for Item:**

3. Consideration to adopt and certify the resolution to vacate a portion of Hunter Street between Point A and Point B as shown on the attached sketch.

**LEGEND**  
 D.S. = Deed Book  
 T.P. = Tax Parcel  
 P.P. = Plat Page  
 P.P. = Plat Page



**OWNER**  
 Estate of Appomattox, Inc. (Successors to the Estate of) William W. Abbott, Jr. (Successors to) (T.P. 243)

**LOCAL REFERENCES**  
 D.B. 111, P. 243  
 D.B. 111, P. 243  
 Plat No. 88, Branch Is. (see plat)  
 Plat by B. & B. Consultants, Inc. dated August 28, 2012 (T.P. 243-4-249)  
 D.B. 111, P. 243 (T.P. 243-4-249)  
 Plat No. 88, Branch Is. (see plat)

**TAX MAP**  
 D.B. 111, P. 243  
 P.P. 243-4-249

**BOUNDARY SURVEY OF THREE EXISTING LOTS AND A RIGHT-OF-WAY TO BE VACATED COMBINED TO TOTAL 23.60 ACRES LOCATED IN THE TOWN OF APPOMATTOX IN APPOMATTOX COUNTY, VIRGINIA**

**SURVEYOR'S CERTIFICATE**

I, the undersigned, being duly qualified and sworn, do hereby certify that the foregoing is a true and correct copy of the original survey as shown to me by the owner, and that the same is in accordance with the provisions of the laws of the State of Virginia, and that the same is in accordance with the provisions of the laws of the State of Virginia, and that the same is in accordance with the provisions of the laws of the State of Virginia.



**SCALE**  
 1" = 100'

**LEGEND:**  
 IPF = Iron Pin Found  
 IPS = Iron Pin Set  
 D.B. = Deed Book  
 T.P. = Tax Parcel

**NOTES:**

This plat represents a resurvey of two existing lots.

Improvements that may exist on the two lots were not located for this survey.

The 1.63 acre lot is a Community Park.

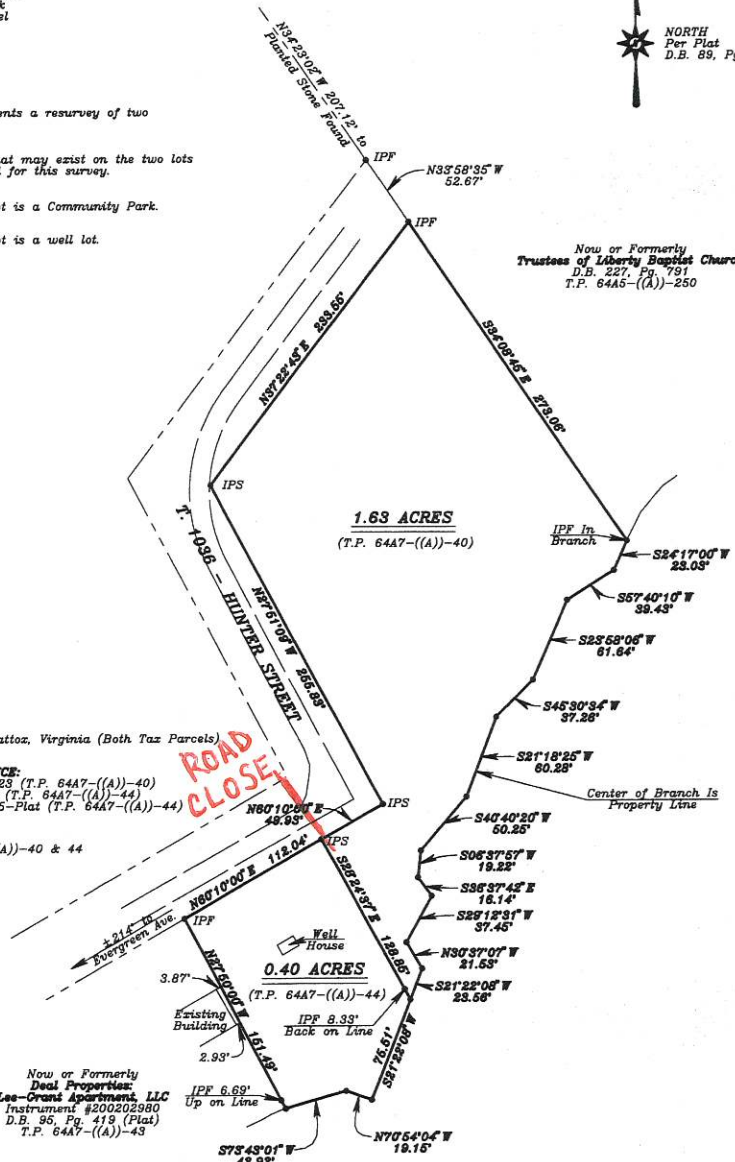
The 0.40 acre lot is a well lot.



**OWNER:**  
 Town of Appomattox, Virginia (Both Tax Parcels)

**LEGAL REFERENCE:**  
 D.B. 111, Pg. 223 (T.P. 64A7-((A))-40)  
 D.B. 89, Pg. 15 (T.P. 64A7-((A))-44)  
 D.B. 89, Pg. 205-Plat (T.P. 64A7-((A))-44)

**TAX MAP:**  
 Section 64A7-((A))-40 & 44



**BOUNDARY SURVEY OF TWO EXISTING LOTS**  
 Located in THE TOWN OF APPOMATTOX,  
 APPOMATTOX COUNTY, VIRGINIA

**SURVEYOR'S CERTIFICATE**

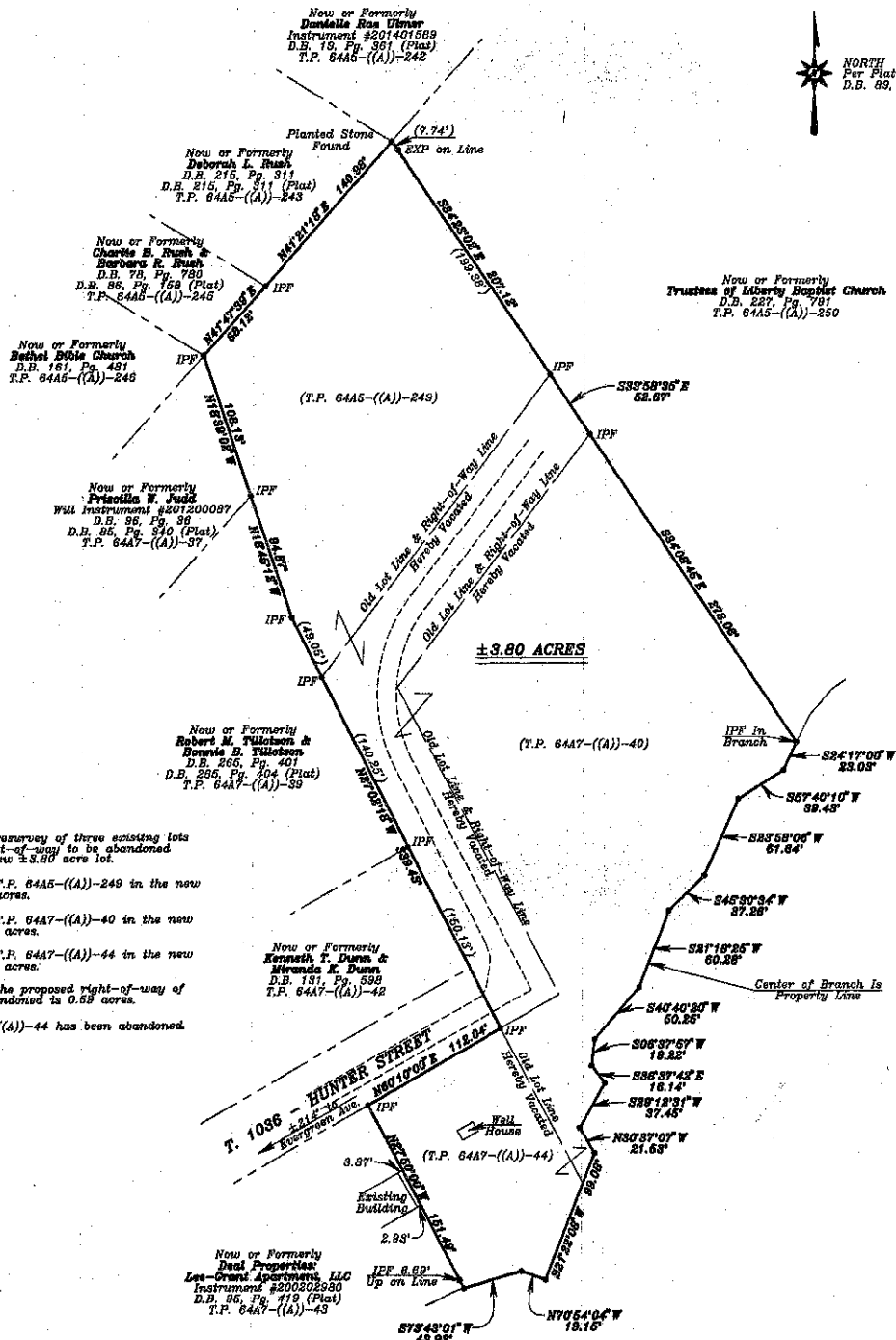
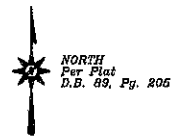
I hereby certify that this current boundary survey, to the best of my knowledge and belief, is correct and complies with the Minimum Procedures and Standards established by the Virginia State Board of Architects, Professional Engineers, Land Surveyors and Certified Landscape Architects.

The property shown hereon was surveyed without the benefit of a title report and does not necessarily reflect all encumbrances on the property.

SCALE: 1" = 80'  
 DATE: August 25, 2014  
 FILE: 08914-NB-M



**LEGEND:**  
 IPF = Iron Pin Found  
 IPS = Iron Pin Set  
 D.B. = Deed Book  
 T.P. = Tax Parcel



**NOTES:**

This plat represents a resurvey of three existing lots and a portion of a right-of-way to be abandoned combined to create a new ±3.80 acre lot.

The area contained in T.P. 6445-(A)-249 in the new ±3.80 acre lot is 1.18 acres.

The area contained in T.P. 6447-(A)-40 in the new ±3.80 acre lot is 1.83 acres.

The area contained in T.P. 6447-(A)-44 in the new ±3.80 acre lot is 0.40 acres.

The area contained in the proposed right-of-way of Hunter Street to be abandoned is 0.59 acres.

The wall on T.P. 6447-(A)-44 has been abandoned.

**OWNER:**  
 Town of Appomattox, Virginia (T.P. 6447-(A)-40 & T.P. 6447-(A)-44)  
 Watkins M. Abbott, Jr. & Others (T.P. 6445-(A)-249)

**LEGAL REFERENCE:**  
 D.B. 111, Pg. 223 (T.P. 6447-(A)-40)  
 D.B. 89, Pg. 15 (T.P. 6447-(A)-44)  
 D.B. 89, Pg. 205-Plat (T.P. 6447-(A)-44)  
 Plat by B & B Consultants, dated August 25, 2014 (T.P. 6447-(A)-40 & 44)  
 D.B. 216, Pg. 347 (T.P. 6445-(A)-249)  
 Instrument #201602248-Plat (T.P. 6445-(A)-249)

**TAX MAP:**  
 Section 6447-(A)-40 & 44  
 Section 6445-(A)-249

**BOUNDARY SURVEY OF THREE EXISTING LOTS AND A RIGHT-OF-WAY TO BE VACATED COMBINED TO TOTAL ±3.80 ACRES Located in THE TOWN OF APPOMATTOX, APPOMATTOX COUNTY, VIRGINIA**

**SURVEYOR'S CERTIFICATE**

I hereby certify that this current boundary survey, to the best of my knowledge and belief, is correct and complies with the Minimum Procedures and Standards established by the Virginia State Board of Architects, Professional Engineers, Land Surveyors and Certified Landscape Architects.

The property shown hereon was surveyed without the benefit of a title report and does not necessarily reflect all encumbrances on the property.

SCALE: 1" = 60'  
 DATE: March 15, 2016  
 FILE: 02616-NB-L