



Appomattox Town Council Regular Meeting Agenda

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

Monday, June 10, 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

Public Hearing

1. Property Owner: Denice Diangelo

Applicant Name: Katrina A. Slagle

Katrina A. Slagle does hereby request a Conditional Use Permit to operate a small private practice serving the community providing mental health, medication management, counseling and wellness care by appointment located at 667 Lee Grant Avenue in an existing single-family structure. Tax Map Identification Number 64A5 A 85. The property is zoned R-1, Limited Residential and the proposed use is permitted by a Conditional Use Permit.

New Business

2. Consideration to approve the Conditional Use Permit presented by Katrina Slagle to allow the operation of a small, by appointment only, mental health practice at 667 Lee Grant Ave (64A5 A 85).
3. Consideration to close the Town offices on July 5, 2024 and give all town employees a paid day off for employee appreciation.

Adoption of the Consent Agenda - June 10, 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.

- [4.](#) April 8, 2024 Budget Work Session Meeting; April 8, 2024 Regular Meeting; April 23, 2024 Budget Work Session Meeting; April 23, 2024 Workshop Meeting; May 7, 2024 Special Call Meeting; May 13, 2024 Regular Meeting; May 18, 2024 Council Retreat; May 28, 2024 Workshop Meeting

Unfinished Business

5. Nathan Harbin will present drawings for the Depot landscaping.

Council Standing Committee Reports

Citizen Comment

Town Manager's Report

Council Comment

Adjournment

File Attachments for Item:

4. April 8, 2024 Budget Work Session Meeting; April 8, 2024 Regular Meeting; April 23, 2024 Budget Work Session Meeting; April 23, 2024 Workshop Meeting; May 7, 2024 Special Call Meeting; May 13, 2024 Regular Meeting; May 18, 2024 Council Retreat; May 28, 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.

Christy Torrence
Interim Clerk

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 VRS stipend of \$1350. Mr. Boyce requested that the sheriff stipend be 7.5% of comp board salary for FY 2026. Council agreed to the following additional requests from the sheriff's department-\$5,250 Line of Duty Act, \$2,000 Uniforms, \$2,000 fuel, \$2,000 training, \$1,000 academy dues for a total of \$13,600 in additional funding.

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

Council agreed to fully fund the fire department.

ADJOURNMENT:

The budget work session adjourned at 6:45 pm.

Christy Torrence
Interim Clerk

Richard C. Conner
Mayor

1 | **Appomattox Town Council**
Special Call Council Meeting
May 07, 2024

The Appomattox Town Council held a Special Call Council meeting on Tuesday, May 07, 2024, at 7:30 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Conner, presiding.

Town Council members present were James J. Boyce, Sr., Mary Lou Spiggle, Timothy W. Garrett, Claudia G. Puckette, Jane T. Allen, Nathan Simpson

Others present were Christy Torrence; Interim Clerk of Council, Kim Ray; Treasurer, Terry McGhee; Town Manager, Carlton Duck

Mayor Conner called the Special Call meeting to order.

Closed Session:

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 and B.

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 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 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.

On a motion by Mr. Garrett, seconded by Mr. Boyce, Council voted to NOT accept the Staff Recovery and Operation Plan presented April 23, 2024 by Town Manager, Terry McGhee.

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

2 | **Appomattox Town Council**
Special Call Council Meeting
May 07, 2024

On a motion by Ms. Spiggle, seconded by Mr. Garrett, Council voted to direct Town Manager, Terry McGhee to rescind the offer to the person selected for the Human Resources Manager for the Town of Appomattox.

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

Town Manager, Mr. Terry McGhee, gave Mayor Conner a formal notification of his intention to initiate his application for retirement tomorrow morning (May 8, 2024). Mayor Conner acknowledged Mr. McGhee’s intent to retire by verbally accepting his notification.

Adjournment:

On a motion by Mr. Garrett, seconded by Mrs. Allen, Council voted to adjourn at 11:01 pm. All members present voting aye. Motion carried 6-0.

Christy Torrence
Interim Clerk of Council

Richard C. Conner, Mayor

1 | **Appomattox Town Council**
Regular Council Meeting
May 13, 2024

The Appomattox Town Council held a Regular Council meeting on Monday, May 13, 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; Frank Wright; Mckinley Cardwell; Jeff Elder, Director of Public Works; Charles Conrad; Chad Hodges

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:

Carlton Duck gave an update on the new audio-visual equipment in the Council chambers. He encouraged Council to donate the old equipment to Appomattox County High School. Mr. Duck also briefly discussed the “Your Town, Appomattox” programs. He requested that Council consider doing a monthly program.

On a motion by Ms. Spiggle, seconded by Mrs. Allen, the Town Council voted to donate the old audio-visual equipment to Appomattox County High School. All members present voting aye. Motion carried 6-0.

Unfinished Business:

On a motion by Mr. Simpson, seconded by Mr. Boyce, the Town Council voted to adopt the resolution to vacate a portion of Hunter Street between Point A and Point B as presented. All members present voting aye. Motion carried 6-0.

Closed Session:

On a motion by Mr. Simpson seconded by Mr. Garrett, Council voted to amend the agenda to include employee C in the closed session pursuant to Section 2.2-3711(A)1, for the purpose of assignment, promotion, and performance or resignation of a specific public officer, appointee, or employee of any public body.

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

On a motion by Mr. Boyce, seconded by Ms. Spiggle, Council voted to convene in Closed Session, pursuant to Section 2.2-3711(A)1, for the purpose of assignment, promotion, and performance or resignation of a specific public officer, appointee, or employee of any public body, specifically being Employees A-C.

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

On a motion by Mr. Boyce, seconded by Ms. Spiggle, Council voted to convene in Closed Session, pursuant to 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 pursuant to Virginia Code Section 2.2-3711(A)(1).

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 Garrett 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 Spiggle 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.

On a motion by Mr. Simpson, seconded by Mrs. Puckette, the Town Council voted to create a full-time Human Resources and Compliance position.

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

On a motion by Mr. Garrett, seconded by Mr. Simpson, the Town Council voted to postpone all additional agenda items to the next meeting. All members present voting aye.
Motion carried 6-0.

3 | **Appomattox Town Council**
Regular Council Meeting
May 13, 2024

Adjournment:

On a motion by Mr. Garrett, seconded by Mr. Boyce, the Council voted to adjourn at 9:15 pm.
All members present voting aye. Motion carried 6-0.

Christy Torrence
Interim Clerk

Richard C. Conner
Mayor

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.

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

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

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 12th 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.

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

Christy J. Torrence, Interim Clerk

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 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, 2024 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.

Christy Torrence
Interim Clerk

Richard C. Conner
Mayor

1 | **Appomattox Town Council
Council Retreat
May 18, 2024**

The Appomattox Town Council held a Council Retreat on Saturday May 18, 2024, at 9:00 a.m. at the American Civil War Museum, 159 Horseshoe Rd, Appomattox, Virginia.

Town Council members present were James J. Boyce, Sr., Mary Lou Spiggle, Claudia G. Puckette, Jane T. Allen, Nathan Simpson; Timothy W. Garrett (arriving late at 11:55 a.m.)

Others present were Christy Torrence; Interim Clerk of Council, Richard Conner; Mayor, Kimball Payne and Dr. Michael Gillette; facilitators.

Mayor Conner called the retreat business meeting to order.

On a motion by Ms. Spiggle, seconded by Mr. Simpson, Council voted to accept the retirement of Town Manager, Richard Terry McGhee on the terms discussed in the closed session meeting on May 13, 2024.

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

On a motion by Ms. Spiggle, seconded by Mr. Simpson, Council voted to appoint Robert Fowler as interim Town Manager as outlined in the agreement submitted to Mr. Fowler on May 17, 2024.

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

The business meeting concluded, and the retreat commences at 9:30 a.m.

Mr. Payne and Dr. Gillette introduced themselves, referred to the day's agenda, suggested goals for the retreat and offered ground rules. The agenda, goals, and ground rules were accepted by Council with unanimous consent.

Council members were asked the following three questions:

- Why did you decide to serve on Council?
- What legacy would you like to leave after your term of service is over?
- What do you hope the Council accomplishes by the end of the retreat?

(Pictures of the flip charts which contain the answers to these questions are included at the end of these minutes.)

Mr. Payne reviewed with Council the common themes that he heard from members during the pre-retreat interviews. He defined a common theme as an issue raised by two or more members. The review of the common themes led into a discussion of the principles of the Council/Manager form of government. Mr. Payne and Dr. Gillette shared their different perspectives, as a former Manager and a former Mayor.

As a whole, Council expressed a desire to act consistently with the principles of the Council/Manager form of government as stipulated in the Town Charter and Town Code

The facilitators reviewed the Vision Statement, Mission Statement, and Core Values that had been adopted in 2010. Council members were satisfied with the statements and agreed that they could be revisited in the future after other priorities, such as rules of procedure, were adopted.

The facilitators asked Council to consider how its vision was achieved. The following resources were identified (see flip chart #5):

- Staff
- Finances
- Planning
- Processes-policies, procedures, practices
- Relationships/partnerships
- Communications

Opportunities for improvement were identified in the areas of staff utilization, processes, and communications.

Council recessed for lunch at noon and reconvened at 12:30 p.m.

The facilitators engaged Council in a discussion about developing rules of procedure for its operations, from agenda preparation to how meetings are conducted. Council agreed that adopting rules of procedure was a priority and that it would task the Town Attorney with drafting a document for its consideration.

The recruitment process was discussed for hiring the next Town Manager. Mr. Payne identified the key steps in the recruitment process (see flip chart #7). Council discussed whether the recruitment process could be handled in house with the new Human Resources Director. An alternative would be to utilize a third-party consultant firm. Council agreed to solicit proposals from third parties for the service.

The facilitator asked Council to identify action steps, with deadlines, and assignment of responsibility. The following action steps were agreed upon:

- Adopt Rules of Procedure by July 1, 2024 (drafting assigned to Town Attorney).
- Find the old guidelines under which previous Councils operated, by May 30th (assigned to Council Member Nathan Simpson, who said that he had seen references to them in other documents).
- Develop a council Member Handbook to include the building blocks identified earlier. Provide an index of topics by July 1, 2024, with completion by the end of the calendar year (assigned to the town Manager and Clerk).
- Hire a new Town Manager; seek proposals from recruitment firms; start the process immediately.

3 | **Appomattox Town Council**
Council Retreat
May 18, 2024

Adjournment:

Mayor Conner declared the retreat adjourned at 3:05 p.m.

Christy Torrence
Interim Clerk of Council

Richard C. Conner, Mayor