



Appomattox Town Council Regular Meeting Agenda

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

Monday, August 11, 2025

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

Approval of the Agenda

Mayor's Comments

Scheduled Public Appearances

1. Sheriff Robbie Richardson will give a brief update on town statistics

Closed Session

2. 2.2-3711(A)29:

Closed session, pursuant to Code of Virginia Section 2.2-3711(A)29 for the purpose of discussing or considering the award of a public contract involving the expenditure of public funds, including discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the negotiating strategy of the public body specifically being contract A and contract B.

Adoption of the Consent Agenda - August 11, 2025

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.

- [3.](#) July 14, 2025 Regular Council meeting and July 29, 2025 Workshop Meeting

Citizen Comment

This time will allow our citizens the opportunity to address the Town Council with issues of importance to the citizens. No individual citizen shall be permitted to address the Town Council for more than three (3) minutes.

Unfinished Business

- [4.](#) Consideration to adopt a resolution to strike the incorrect amendment to the Workshop Minutes of April 29, 2025 and to affirm the correct recordation of the May 5, 2025, Special Called Meeting.

New Business

- [5.](#) Discussion regarding newly developed documentation review procedure for all Regular, Special Called, and Workshop meetings.
- [6.](#) Consideration to adopt the Amendment to the Appropriations Resolution of the Appomattox Town Council Fiscal Year 2025-2026 Budget for the Town of Appomattox

Closed Session

2.2-3711(A)1:

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 Appointee A.

Council Standing Committee Reports

Town Manager's Report

Council Comment

Adjournment

File Attachments for Item:

3. July 14, 2025 Regular Council meeting and July 29, 2025 Workshop Meeting

1 | **Appomattox Town Council**
Regular Council Meeting
July 14, 2025

The Appomattox Town Council held a Regular Council meeting on Monday, July 14, 2025, at 6:30 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Conner, presiding.

Members present: James J. Boyce, Sr., Mary Lou G. Spiggle, Nathan Simpson, McKinley Cardwell, Jack Hensley, and Timothy W. Garrett

Members absent: None. Mayor Conner arrived at 6:36 p.m.

Others: Carlton Duck, Alive Media; Christy Torrence, Office Manager; Michael Campbell, Town Manager; David Carter, Director of Utilities; Frank Wright, Town Attorney; Kathy Wright, Attorney Gentry Locke; Bonnie Cunningham; Derreke High

Vice Mayor Timothy Garrett 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.

Approval of the Agenda: Vice Mayor Timothy Garrett asked if there were any changes to the agenda.

On a motion by Mr. Simpson, seconded by Mr. Boyce, the Council voted to accept the agenda as written. All members present voting aye. Motion carried 6-0.

Mayor Conner entered at 6:36 p.m.

Scheduled Public Appearance: none

Citizen Comment:

Bonnie Cunningham-203 Sunrise St: There is a drainage problem. The land above her house is being sold and removing the trees will drown them out. She is requesting that the town require the builder to correct the drainage issue.

Derreke High-582 Oakleigh Ave: Came to speak at Bonnie Cunningham's request. He is selling the land behind his house and developing the land could potentially cause more problems for Bonnie and her neighbors.

Mayor's Comments: We will do our best to address the problem as the town is allowed.

Adoption of the Consent Agenda:

On a motion by Mr. Boyce, seconded by Mr. Garrett, the Council voted to adopt the consent agenda; June 9, 2025, Regular Council meeting, June 24, 2025, Workshop meeting. All members present voting aye. Motion carried 6-0.

Unfinished Business: None

New Business:

Master Utility Plan Case Presentation

On a motion by Mr. Cardwell, seconded by Ms. Spiggle, the Council voted to approve the Master Utility Plan to allocate \$200,000 from the water and sewer funds for the professional services requested.

ROLL CALL VOTE: Cardwell-yes, Boyce-yes, Garrett-yes, Hensley-yes, Simpson-yes, Spiggle-yes. Motion carried 6-0.

Consideration to approve the Board of Director's as presented for the Rose Project

On a motion by Mr. Simpson, seconded by Mr. Boyce, the Council voted to approve the Board of Directors as presented. All members present voting aye. Motion carried 6-0.

Consideration to adopt a Resolution for participation in the VACo/VML Virginia Investment Pool

Mr. Campbell informed Council that all the Town's cash funds are in CDs, Money Market accounts, or the checking account. The large balance in the general fund collects around \$35.00 per month in interest. At this time, participating in the pool would earn 4.5%.

Mr. Simpson stated that this is the best available thing we can do with our money. He gave Mr. Campbell credit saying, "This is a Michael Campbell win."

On a motion by Mr. Simpson, seconded by Ms. Spiggle, the Council voted to approve adoption of the resolution as presented.

ROLL CALL VOTE: Cardwell-abstained, Boyce-yes, Garrett-yes, Hensley-yes, Simpson-yes, Spiggle-yes. Motion carried 5-0.

Consideration as stated documents in reference to County Water Facilities

On a motion by Mr. Garrett, seconded by Ms. Spiggle, the Council voted to accept the water system from the County as soon as possible and to give Michael Campbell full authority to execute the agreement. All members present voting aye. Motion carried 6-0.

Consideration to adopt The Linden Cooperative MOU

On a motion by Mr. Simpson, seconded by Ms. Spiggle, the Council voted to approve the Linden Cooperative MOU. All members present voting aye. Motion carried 6-0.

Consideration to participate in the Middle James Regional Water Supply Plan

On a motion by Mr. Cardwell, seconded by Mr. Boyce, the Council voted to approve participation in the Middle James Regional Water Supply Plan.

ROLL CALL VOTE: Simpson-abstained, Boyce-yes, Garrett-yes, Hensley-yes, Cardwell-yes, Spiggle-yes. Motion carried 5-0.

Town Manager's Report: Mr. Campbell stated that we are moving along with the hiring process for the Deputy Clerk and the HR position. We have received 184 applications for clerk and 73 for the HR position. Don Marr has committed to having the prescreening for the clerk position complete by the end of the week and upon completion, will move straight into prescreening for the HR position.

Council Comments

Cardwell-none

Boyce-Thank you Council for the unity shown tonight.

Ms. Spiggle-Thanked Christy Torrence for stepping up in the role of Deputy Clerk.

Mr. Garrett-none

Simpson-Being told that dirt bikes and mini bikes are being driven on our new paved path at the park. Would like to see a sign or something put up to try to stop this.

The Railroad Festival has county representation. Would love to see town representation if a town council member is willing.

Hensley-none

4 | **Appomattox Town Council**
Regular Council Meeting
July 14, 2025

Adjournment:

On a motion by Mr. Garrett, seconded by Mr. Cardwell, the Council voted to adjourn at 7:57 pm. All members present voting aye. Motion carried 6-0.

Christy Torrence
Interim, Deputy Town Clerk

Richard C. Conner
Mayor

1 | **Appomattox Town Council
Workshop Meeting
July 29, 2025**

The Appomattox Town Council held a Workshop meeting on Tuesday, July 29, 2025, at 6:30 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Conner, presiding.

Members present: James J. Boyce, Sr., Timothy W. Garrett, McKinley Cardwell, Jack Hensley, Nathan Simpson and Mary Lou Spiggle

Others present: Michael Campbell, Town Manager; Christy Torrence, Interim Deputy Town Clerk; Tori Rothgeb; David Carter; Carlton Duck, Alive Media

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

On a motion by Mr. Simpson, seconded by Mr. Cardwell, the council voted to amend the agenda to include the addition of two closed sessions and to change the order as follows: adopt the amendment to the minutes, remaining discussion items and last the two closed sessions. All members present voting aye. Motion carried 6-0.

Discussion Items

On a motion by Mr. Boyce, seconded by Ms. Spiggle, the council voted to amend the minutes of the April 29, 2025, Town Council Workshop meeting as previously adopted to reflect the following action taken upon reopening the meeting to the public: Mr. Simpson made a motion to appoint Stephanie Pawelczyk to the Council vacancy, seconded by Mr. Cardwell. Roll Call Vote: Cardwell-yes, Boyce-no, Garrett-no, Simpson-yes, Spiggle-no. Motion failed 3-2. Ms. Spiggle made a motion to appoint Jack Hensley to the Council vacancy, seconded by Mr. Garrett. Roll Call Vote: Cardwell-no, Boyce-yes, Garrett-yes, Simpson-no, Spiggle-yes. Motion carried 3-2.

Roll Call Vote: Garrett-yes, Boyce-yes, Cardwell-yes, Simpson-yes, Spiggle-yes, Hensley-Abstained. Motion carried 5-0.

Tori Rothgeb gave an update on Public Works projects.

Mr. Campbell gave an update on how town budgeted funds for emergency services will be provided in the future.

On a motion by Mr. Simpson, seconded by Mr. Cardwell, Council voted to convene in Closed Session, pursuant to Section 2.2.3711(A)29, for the purpose of discussing or considering the award of a public contract involving the expenditure of public funds and Section 2.2.3711(A)1 for the assignment, appointment, promotion, and performance of or resignation of specific public officers, appointees, or employees of any public body, specifically being Employees A and B. ROLL CALL VOTE: Cardwell-yes, Boyce-yes, Garrett-yes, Hensley-yes, Simpson-yes, Spiggle-yes. Motion carried 6-0.

The meeting was re-opened to the public.

Council member Mr. 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 and Section 2.2.3711(A)29.

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

ROLL CALL VOTE: Cardwell-yes, Boyce-yes, Garrett-yes, Hensley-yes, Simpson-yes, Spiggle-yes. Motion carried 6-0.

Council Comments:

Mr. Hensley-none

Mr. Garrett-none

Mr. Boyce-none

Mr. Cardwell-none

Ms. Spiggle-none

Mr. Simpson-none

Staff Reports:

Town Manager: Michael Campbell stated that interviews for the clerk position will take place tomorrow and the HR position interviews will follow shortly.

Treasurer: A financial status update was included in the packet.

Adjournment:

On a motion by Mr. Garrett, seconded by Mr. Simpson, the Council voted to adjourn at 8:23 pm. All members present voting aye. Motion carried 6-0.

Christy Torrence, Deputy Town Clerk

Richard C. Conner, Mayor

File Attachments for Item:

4. Consideration to adopt a resolution to strike the incorrect amendment to the Workshop Minutes of April 29, 2025 and to affirm the correct recordation of the May 5, 2025, Special Called Meeting.



TOWN OF APPOMATTOX TOWN COUNCIL ACTION FORM

Order of Business:

- ☐ Consent Agenda
- ☐ Public Hearing
- ☐ Presentation-Boards/Commissions
- ☐ Unfinished Business
- ☐ Citizen/Councilor Request
- ☐ Regular Business
- ☐ Reports of Council Committees

Action:

- ☐ Approve and File
- ☐ Take Appropriate Action
- ☐ Receive & File (no motion required)
- ☐ Approve Ordinance 1st Reading
- ☐ Approve Ordinance 2nd Reading
- ☐ Set a Public Hearing
- ☐ Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: A RESOLUTION TO STRIKE THE INCORRECT AMENDMENT TO THE WORKSHOP MINUTES OF APRIL 29, 2025, AND TO AFFIRM THE CORRECT RECORDATION OF THE MAY 5, 2025, SPECIAL CALLED MEETING

ISSUE: Record correction of amended meeting minutes

RECOMMENDATION: Staff recommends vote for approval of resolution

TIMING: August 11, 2025 Regular Meeting

BACKGROUND: Upon further investigation, it was discovered that the Town's meeting minutes accurately reflected the action taken at the May 5, 2025 Special Called meeting

ENCLOSED DOCUMENTS: Resolution

STAFF: Michael Campbell – Town Manager

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

- ☐ ☐ Councilor Timothy W. Garrett
- ☐ ☐ Councilor Jack Hensley
- ☐ ☐ Councilor James Boyce, Sr.
- ☐ ☐ Councilor McKinley Cardwell

Y N

- ☐ ☐ Councilor Nathan A. Simpson
- ☐ ☐ Councilor Mary Lou Spiggle
- ☐ ☐ Mayor Richard Conner (If required)

TOWN OF APPOMATTOX, VIRGINIA

RESOLUTION NO. _____

A RESOLUTION TO STRIKE THE INCORRECT AMENDMENT TO THE WORKSHOP MINUTES OF APRIL 29, 2025, AND TO AFFIRM THE CORRECT RECORDATION OF THE MAY 5, 2025, SPECIAL CALLED MEETING

WHEREAS, the Town Council of the Town of Appomattox, Virginia (“Council”) held a properly noticed workshop meeting on Tuesday, April 29, 2025, and the minutes of that meeting were accurately recorded and subsequently approved; and

WHEREAS, the Council later amended the April 29, 2025, minutes in an effort to document actions that were, in fact, taken at a **special called meeting** held on Monday, May 5, 2025; and

WHEREAS, this amendment was made in error, as no such actions took place on April 29, and the original minutes of that workshop meeting were correct as first recorded; and

WHEREAS, the minutes of the May 5, 2025, special called meeting were properly recorded and approved by Council, and accurately reflect the actions taken at that meeting; and

WHEREAS, the Code of Virginia (§ 15.2-1415 and § 2.2-3707) requires that official minutes accurately reflect the proceedings of public meetings and that local governments maintain complete and truthful records; and

WHEREAS, it is in the public interest and consistent with principles of transparency and accuracy in public records to strike the incorrect amendment and to reaffirm the integrity of the original minutes;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Appomattox, Virginia, that:

1. The **amendment previously made to the minutes of the April 29, 2025** Town Council workshop meeting is hereby **stricken** from the official record;
2. The **original minutes** of the April 29, 2025, workshop meeting, as initially recorded and approved, are **reaffirmed** as the accurate and complete record of that meeting;
3. The **minutes of the May 5, 2025, special called meeting**, as separately recorded and approved, are hereby affirmed to reflect the correct actions taken at that meeting;
4. The Town Clerk is directed to annotate the official record to reflect this corrective action and to include this resolution in the next Council meeting record;
5. This resolution shall take effect immediately upon adoption.

ADOPTED this ____ day of _____, 2025.

Mayor

Clerk of Council

SUMMARY:

Y N

- ☐ ☐ Councilor Timothy W. Garrett
- ☐ ☐ Councilor Jack Hensley
- ☐ ☐ Councilor James Boyce, Sr.
- ☐ ☐ Councilor McKinley Cardwell

Y N

- ☐ ☐ Councilor Nathan A. Simpson
- ☐ ☐ Councilor Mary Lou Spiggle
- ☐ ☐ Mayor Richard Conner (If required)

Rev. February 2025



TOWN OF APPOMATTOX TOWN COUNCIL ACTION FORM

Order of Business:

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Action:

- ☐ Approve and File
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- ☐ Approve Ordinance 1st Reading
- ☐ Approve Ordinance 2nd Reading
- ☐ Set a Public Hearing
- ☐ Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: Council Meetings SOP and Form review presentation.

ISSUE: Quality control documents to ensure correct notice and recordation of meeting agendas and minutes.

RECOMMENDATION: Informational – Council comments/questions/feedback welcome

TIMING: As we transition to new Deputy Clerk, the Town Manager will require these forms to be included in Agenda and Minutes notice and recordation process for quality control

BACKGROUND: Quality Control/Preventative measure.

ENCLOSED DOCUMENTS: Forms for public Agenda notice and Minutes recordation “Meeting Documentation Review Cover Sheet” & “Meeting Document Review Procedure”

STAFF/SPONSOR: Michael Campbell – Town

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

- ☐ ☐ Councilor Timothy W. Garrett
- ☐ ☐ Councilor Jack Hensley
- ☐ ☐ Councilor James Boyce, Sr.
- ☐ ☐ Councilor McKinley Cardwell

Y N

- ☐ ☐ Councilor Nathan A. Simpson
- ☐ ☐ Councilor Mary Lou Spiggle
- ☐ ☐ Mayor Richard Conner (If required)

File Attachments for Item:

5. Discussion regarding newly developed documentation review procedure for all Regular, Special Called, and Workshop meetings.

Town of Appomattox – Meeting Documentation Review Procedure

Purpose

To ensure that all required documents for Regular, Special Called, and Workshop meetings are prepared, posted, and archived in compliance with Virginia FOIA and Town policy.

Responsible Parties

Deputy Clerk prepares all meeting materials. Town Manager reviews completed documentation for completeness and compliance.

Step-by-Step Process

1. Preparation (Deputy Clerk):

- Draft agenda and public notice (as required) for all meeting types at least 3 business days in advance (6 days for regular and workshop meetings.)
- Upload agenda to the Town website and post the meeting notice to Facebook and physical locations, per standard practice.
- Ensure the meeting is listed on the Town's online Meetings calendar.

2. Town Manager Review:

- Complete and sign the Meeting Documentation Review Cover Sheet for each meeting.
- Confirm the following items:
 - ✓ Agenda was uploaded prior to the meeting
 - ✓ Public notice was properly posted
 - ✓ Meeting was listed on the website

3. Post-Meeting:

- Draft minutes as soon as possible after the meeting.
- Upload minutes (draft or approved) to the website or internal archive.
- Save all documents (agenda, minutes, notice) in a shared folder labeled by meeting date.

4. Town Manager Review:

- Complete and sign the Meeting Documentation Review Cover Sheet for each meeting.
- Confirm the following items:
 - ✓ Minutes are on file and uploaded

5. Storage:

- Combine the signed Cover Sheet and supporting documents into a single PDF for internal archiving.

Town of Appomattox – Meeting Documentation Review Cover Sheet

Meeting Date: _____

Meeting Type: ☐Regular ☐Special Called ☐Work Session

- Administrative Review Checklist:
- ☐Agenda was prepared and uploaded to the Town website prior to the meeting
- ☐Public notice was posted (physical posting and/or digital notice)
- ☐Meeting was listed on the Town calendar and/or Facebook page
- ☐Meeting minutes (draft or approved) are on file or in progress

Notes or Follow-up Actions (if any):

I have reviewed the materials listed above as part of the Town's internal process to help ensure that public meeting records are complete and accessible.

Michael Campbell, Town Manager

Date: _____



TOWN OF APPOMATTOX TOWN COUNCIL ACTION FORM

Order of Business:

- ☐ Consent Agenda
- ☐ Public Hearing
- ☐ Presentation-Boards/Commissions
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- ☐ Citizen/Councilor Request
- ☐ Regular Business
- ☐ Reports of Council Committees

Action:

- ☐ Approve and File
- ☐ Take Appropriate Action
- ☐ Receive & File (no motion required)
- ☐ Approve Ordinance 1st Reading
- ☐ Approve Ordinance 2nd Reading
- ☐ Set a Public Hearing
- ☐ Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

ISSUE: 2025 Personal Property Tax Rate Act (PPTRA)

RECOMMENDATION: Vote for approval of 2025 rate

TIMING: To appear on the 2025 tax invoices that will be due September 30, 2025

BACKGROUND: Annual Personal Property Tax Rate 45.5% will be deducted from all the qualifying vehicles AFTER the current personal property tax rate of \$0.45 per \$100 of assessed value has been applied to the 2025 invoices.

BE IT FURTHER RESOLVED, in accordance with the requirements set forth in Section 58.1-3524(C)(2) and Section 58.1-3912(E) of the Code of Virginia, as amended by Chapter 1 of the Acts of Assembly (2004 Special Session 1) and as set forth in Item 503.E (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of Assembly any qualifying vehicle situses within the Town commencing January 1, 2025, shall receive personal property tax relief in the following manner:

- Personal use vehicles valued at \$1,000 or less will be eligible for 100% tax relief.
- Personal use vehicles valued at \$1,001 to \$20,000 will be eligible for 45.5% tax relief.
- Personal use vehicles valued at \$20,001 or more shall only receive 45.5% tax relief on the first \$20,000 of value; and
- All other vehicles which do not meet the definition of “qualifying” (business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program.

STAFF/SPONSOR: Kim Ray

SUMMARY:

Y N

- ☐ ☐ Councilor Timothy W. Garrett
- ☐ ☐ Councilor Jack Hensley
- ☐ ☐ Councilor James Boyce, Sr.
- ☐ ☐ Councilor McKinley Cardwell

Y N

- ☐ ☐ Councilor Nathan A. Simpson
- ☐ ☐ Councilor Mary Lou Spiggle
- ☐ ☐ Mayor Richard Conner (If required)

FOR IN MEETING USE ONLY

MOTION:_____

Roll Call

SUMMARY:

- | Y | N | |
|--------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Timothy W. Garrett |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jack Hensley |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor James Boyce, Sr. |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor McKinley Cardwell |

- | Y | N | |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Nathan A. Simpson |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Mary Lou Spiggle |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Richard Conner (If required) |

File Attachments for Item:

6. Consideration to adopt the Amendment to the Appropriations Resolution of the Appomattox Town Council Fiscal Year 2025-2026 Budget for the Town of Appomattox

**AMENDMENT TO THE APPROPRIATIONS RESOLUTION OF THE APPOMATTOX
TOWN COUNCIL FISCAL YEAR 2025-2026 BUDGET FOR THE TOWN OF
APPOMATTOX, VA.**

Amend Section IV:

BE IT FURTHER RESOLVED, in accordance with the requirements set forth in Section 58.1-3524(C)(2) and Section 58.1-3912(E) of the Code of Virginia, as amended by Chapter 1 of the Acts of Assembly (2004 Special Session 1) and as set forth in Item 503.E (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of Assembly any qualifying vehicle situses within the Town commencing January 1, 2025, shall receive personal property tax relief in the following manner:

- Personal use vehicles valued at \$1,000 or less will be eligible for 100% tax relief;
- Personal use vehicles valued at \$1,001 to \$20,000 will be eligible for 45.5% tax relief;
- Personal use vehicles valued at \$20,001 or more shall only receive 45.5% tax relief on the first \$20,000 of value; and
- All other vehicles which do not meet the definition of “qualifying” (business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program.

Attest:

Christy Torrence, Interim Deputy Town Clerk

Date



Town of Appomattox Meeting Documentation Review Cover Sheet

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

Town of Appomattox – Meeting Documentation Review Cover Sheet

Meeting Date: _____

Meeting Type: ☐ Regular ☐ Special Called ☐ Work Session

- Administrative Review Checklist:
- ☐ Agenda was prepared and uploaded to the Town website prior to the meeting
- ☐ Public notice was posted (physical posting and/or digital notice)
- ☐ Meeting was listed on the Town calendar and/or Facebook page
- ☐ Meeting minutes (draft or approved) are on file or in progress

Notes or Follow-up Actions (if any):

I have reviewed the materials listed above as part of the Town's internal process to help ensure that public meeting records are complete and accessible.

Michael Campbell, Town Manager

Date: _____