



# Appomattox Town Council Regular Meeting Agenda

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

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## **Monday, March 11, 2024**

### **5:45 PM – Budget work session**

(Location: Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia 24522)

### **Budget work session for FY 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**

### **Mayor's Comments**

### **Scheduled Public Appearances**

### **Adoption of the Consent Agenda - March 11, 2024**

All matters listed under consent agenda are considered routine by the council and will be approved or received by one motion in the form listed. Items may be removed from the consent agenda for discussion under the regular agenda upon motion of any council member and duly seconded.

1. [February 12, 2024 Regular Meeting and February 27, 2024 Workshop Meeting Minutes](#)

### **Unfinished Business**

1. Recommendation from town manager to prioritize Town Hall building renovations to first address meeting/complying with Americans with Disabilities Act (ADA), Building, Fire, and OSHA deficiencies and violations.
2. Lee Grant Planning and Construction Smart Scale realities.

### **New Business**

1. Consideration to purchase items to support video capture for Town meetings.

## **Council Standing Committee Reports**

## **Citizen Comment**

## **Town Manager's Report**

## **Closed Session**

Closed session, pursuant to Code of Virginia Section 2.2-3711(A)1, for the purpose of discussing the performance of a specific public employee, specifically being Employee A.

## **Council Comment**

## **Adjournment**

**File Attachments for Item:**

1. February 12, 2024 Regular Meeting and February 27, 2024 Workshop Meeting Minutes

1 | **Appomattox Town Council**  
**Regular Council Meeting**  
**February 12, 2024**

The Appomattox Town Council held a Regular Council meeting on Monday, February 12, 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; Charles Conrad; Blair Smith; Sarah Blackwell, Mayor of Pamplin; Kaylee Simpson

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.

Mayor's Comments:

We are moving forward—getting a handle on projects. Wants to commend Mr. Simpson on the potential agenda for town/county meeting.

Scheduled Public Appearances:

Blair Smith from Dominion 7 Architects discussed the process of the town hall renovations and additions. The next step is to accept or reject the fee proposal. Council will take two (2) weeks to think about it and address it again at the next meeting.

Adoption of the Consent Agenda:

On a motion by Mr. Garrett, seconded by Ms. Spiggle, the Town Council voted to adopt the consent agenda as presented for February 12, 2024. All members present voting aye. Motion carried 5-0.

Unfinished Business:

None

New Business:

A motion was made by Mrs. Allen to appoint Kaylee Simpson to the Town Economic Development Authority, motion died for lack of a second.

On a motion by Mrs. Allen, seconded by Ms. Spiggle, the Council voted to appoint Donna Preston to the Town Economic Development Authority vacancy, term expiring December 31, 2027. All members present voting aye. Motion carried.

2 | **Appomattox Town Council**  
**Regular Council Meeting**  
**February 12, 2024**

On a motion by Mr. Boyce, seconded by Ms. Spiggle, the Council voted to appoint Kelsey Moore to the Town Economic Development Authority unexpired term, term expiring December 31, 2026. All members present voting aye. Motion carried.

A discussion was held on an administrative issue; a portion of the Town code Section 50-13 refers to paying a fee to the county instead of the town.

On a motion by Mr. Boyce, seconded by Mrs. Allen, the Council voted to amend Town code Section 50-13 changing the word “county” to “town”. All members present voting aye. Motion carried 5-0.

Council Standing Committee Reports:

ARPA: None

Finance and Planning Committee: None

Physical Development Committee: None

Citizen Comment:

Sarah Blackwell, Mayor of Pamplin introduced herself to council.

Town Manager’s Report:

Mr. McGhee reviewed with Council his email dated February 9, 2024.

Closed Session:

On a motion by Mr. Garrett seconded by Mrs. Puckette, Council voted to convene in Closed Session, pursuant to Section 2.2-3711(A)1, for the assignment of specific public appointees, specifically being confirmation of Appointee A’s prior appointment and approval of the personnel report.

ROLL CALL VOTE: Allen – yes, 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 2.2-3712(D).

3 | **Appomattox Town Council**  
**Regular Council Meeting**  
**February 12, 2024**

The motion was seconded by Council Member Garrett 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 5-0.

On a motion by Ms. Spiggle, seconded by Mr. Garrett, the Council voted to approve the personnel report, without amendment. All members present voting aye. Motion carried 5-0.

Council Comments:

Mr. Boyce: The roads are in poor condition because of the Church St Waterline Project. There needs to be more diligence in keeping a workable surface—ruts and valleys can cause damage.

Ms. Allen: Any updates on park equipment? Terry answered that he had not followed up with scheduling the appointment.

Mr. Garrett: none

Ms. Spiggle: none

Mrs. Puckette: none

Mr. Simpson:

- Researching security cameras at the Depot. Tori is reaching out to the schools to see about getting the same type of system.
- Trash truck came through again Friday morning at 3:55 am. They are dumping commercial dumpsters. They are not compliant with county code.
- Heard Firefly was coming to Town.
- Since the last meeting developed concern with how a certain group feels he has been on council. There is no basis for the accusations. The decisions made to communicate with people are an effort to build streams of communication.
- The whole process of the EDA appointments doesn't sit right.

4 | **Appomattox Town Council**  
**Regular Council Meeting**  
**February 12, 2024**

Adjournment:

On a motion by Mr. Garrett, seconded by Mrs. Puckette, the Council voted to adjourn at 8:35 pm. All members present voting aye. Motion carried 5-0.

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Christy Torrence  
Interim Clerk

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Richard C. Conner  
Mayor

1 | **Appomattox Town Council**  
**Workshop Meeting**  
**February 27, 2024**

The Appomattox Town Council held a Workshop meeting on Tuesday, February 27, 2024, at 6:30 p.m. at the Appomattox Town Hall, Council Chambers, 210 Linden Street, Appomattox, Virginia with Mayor Conner presiding.

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

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

Mayor Conner called the meeting to order.

DISCUSSION:

Mr. Elder led a discussion on sidewalks in need of repair. The most complaints are received on Highland Ave sidewalks. Mrs. Allen showed pictures she had taken of some of the sidewalks that need work. Mr. Elder said that the town has been loaded up on water and sewer projects the last couple of years. He suggested the town do a sidewalk project one year, a water project one year, and a sewer project one year, rotating every three years. Mr. Elder also suggested that we investigate a VDOT share program. Mr. McGhee said Safe to School grants are available.

Mr. Elder led a discussion on the Smart Scale Project on Lee Grant Ave.

On a motion by Mr. Simpson, seconded by Mr. Garrett, the Council voted to proceed with the application for the Smart Scale Project. All members present voting aye. Motion carried 5-0.

Mr. McGhee led a discussion on staffing changes with the Town's employees.

On a motion by Mr. Simpson, seconded by Mrs. Puckette, the Council voted to authorize the town manager to advertise for the Human Resource manager and clerk position as presented. All members present voting aye. Motion carried 5-0.

On a motion by Mr. Garrett, seconded by Mr. Simpson, the Council voted to include sidewalk maintenance in the CIP. All members present voting aye. Motion carried 5-0.

On a motion by Mr. Simpson, seconded by Mr. Garrett, the Council voted to move Discussion # 5—Water for the future (water strategies)—and the Treasurer's report to the next workshop meeting. All members present voting aye. Motion carried 5-0.



2 | **Appomattox Town Council**  
**Workshop Meeting**  
**February 27, 2024**

A motion was made by Ms. Spiggle to allow Dominion 7 to move forward with the design of the Town Hall renovation. A secondary motion was made by Mr. Simpson to see what 1.3 million would accomplish (which would be exhausting all ARPA funding). Both motions died for lack of a second.

COUNCIL COMMENTS:

Allen – none

Spiggle – none

Garrett – none

Puckette – none

Simpson – Would like to move forward with joint meeting with county by sending out a formal invitation.

On a motion by Mr. Simpson, seconded by Mr. Boyce, the Council voted to formally invite the County to a meeting hosted by the Town to discuss the items presented on the agenda and to set the ground rules to exclude discussion of the following: lease and sale purchase agreement, the water purchase contract, the waterline maintenance agreement, and water in general. All members present voting aye. Motion carried 5-0.

STANDING COMMITTEE REPORTS:

Finance and Planning/ARPA – None

Physical Development Committee - None

STAFF REPORTS:

None

ADJOURNMENT:

On a motion by Mr. Garrett, seconded by Ms. Spiggle, the Council voted to adjourn at 9:20 p.m. All council members present voting aye. Motion carried 5-0.

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Christy J. Torrence, Interim Clerk

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Richard C. Conner  
Mayor