



BOARD OF SUPERVISORS REGULAR MEETING
MONDAY, APRIL 17, 2017
6:30 PM

[Susan M. Adams](#), County Administrator

153A Morton Lane, Appomattox, VA 24522
www.AppomattoxCountyVA.gov

BUDGET WORK SESSION @ 5:30 PM

BOARD OF SUPERVISORS

Handicap Accessibility Statement
Call to Order
Invocation
Pledge of Allegiance
Setting of Agenda

CITIZEN PUBLIC COMMENT PERIOD

This time is provided by the Board to allow citizens the opportunity to address the Board on issues of importance to the citizen. No individual citizen shall be permitted to address the Board for more than three (3) minutes.

APPEARANCES

These scheduled times are provided by the Board to allow citizens and organizations outside the County Government to discuss matters of importance with the Board.

1. [17-0470](#) **Jonathan Garrett, Animal Control Officer**
Jonathan Garrett, Animal Control Officer, has requested to appear before the Board to make a presentation about a potential low cost dog house project.
Staff Recommendation: If the Board supports Mr. Garrett's project, staff recommends approval to advance the requested funds to purchase the construction materials for ten (10) dog houses. These funds will be supplemented back into the budget when the houses are purchased.

Documents: [Proposed Dog House Plan.pdf](#)

ACTION ITEMS

2. [17-0464](#) **Request for Special Event Permit - Liberty Baptist Church**
Attached is a copy of a Special Entertainment/Event Permit application for a "Salute to America" fireworks event sponsored by Liberty Baptist Church. The event is scheduled for July 1st and is located at the Appomattox County High School. The application has been reviewed and comments submitted by the Public Safety Director, Building Official/Fire Marshall, Sheriff, Zoning Administrator and County Administrator.
Staff Recommendation: Staff recommends the Board's approval of the "Salute to America" Fireworks event application for a permit and request to waive the bond fee.

Documents: [Special Event Application.pdf](#)

3. [17-0465](#) **Request from Habitat for Humanity**

The County has received a request from Habitat for Humanity to waive the building permit fees for a locally constructed home. Habitat for Humanity intends to build one (1) house per year in Appomattox County for local persons meeting their criteria and this is the only request that will be made for 2017. The amount of the building permit fee for this construction is \$425.58. Staff Recommendation: Staff recommends the Board's consideration to waive the building permit fee of \$425.58 for the home that is being constructed this year in Appomattox County by Habitat for Humanity.

Documents: [Habitat for Humanity.pdf](#)

4. [17-0466](#)

Schedule Joint Public Hearing

Please authorize staff to schedule the County's annual Joint Public Hearing with VDOT for Monday, May 15, 2017 at 7:05pm to receive public comment on the proposed Secondary Six-Year Road Plan and the Construction Priority Listing for Appomattox County.

5. [17-0467](#)

Schedule Public Hearing for County Code Amendments

Please authorize staff to schedule a Public Hearing for Monday, May 15, 2017 at 7:05 p.m. to receive public comment on the following proposed amendments to the County Code:

1. Section 3.7 - Real Estate, Personal Property, Machinery & Tools, and Merchant's Capital due dates, (Twice a year Personal Property Tax Billing).
2. Section 3.7 - Change of billing date for Vehicle License Tax.

Documents: [County Code Amendment.pdf](#)

CONSENT AGENDA

The Consent Agenda includes approval of all Bills, Minutes, Supplemental Appropriations, Line Item Transfers, and Fund Transfers. Any item on the Consent Agenda shall be removed from the Consent Agenda at the request of any Board member prior to the vote on the Consent Agenda. Items removed from the Consent Agenda shall be considered by the Board individually in order in which they were removed from the Consent Agenda immediately following consideration of the Consent Agenda.

6. [17-0459](#)

Invoices Submitted for Payment

Please review the attached invoices dated April 7, 2017 and April 17, 2017 and consider approval for payment.

April 7, 2017	\$20,868.59
April 17, 2017	\$ 294,977.78
	11,242.46
TOTAL:	\$327,088.83

Staff Recommendation: No new local funds are required

Documents: [Invoice 4-7-2017.pdf](#), [Invoice-4-17-2017.pdf](#)

7. [17-0469](#) **County Administrator Contract Amendment**

The County Attorney presented a copy of the proposed amendment to the County Administrator's contract at the last meeting. Since there seemed to be a consensus of the Board to informally accept it, the County Attorney recommended that the contract be placed on the consent agenda for official approval by the Board. The amendment would apply only to the current County Administrator's contract.

Documents: [Contract Amendment.pdf](#)

8. [17-0447](#) **J. Robert Jamerson Memorial Library**

Please supplement by consent and appropriate the following:

7301-5411	Books	\$158.20
7301-5401	Office Supplies	\$765.48
	TOTAL:	\$923.68

Staff Recommendation: No new local funds are required

9. [17-0448](#) **Sheriff's Department**

Please supplement by consent and appropriate the following:

3106-5401	Dare Program	\$480.00
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RE: Donations received for Sheriff's Night Out

Staff Recommendation: No new local funds are required

10. [17-0455](#) **Sheriff's Department**

Please supplement by consent and appropriate the following:

3102-1002	Sheriff's Overtime	\$1,466.82
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RE: Reimbursement received for security that was performed by deputies at the high school sporting events and A.J. Skateworld.

Staff Recommendation: No new local funds are required

11.17- **Sheriff's Department**

[0454](#) Please supplement by consent and appropriate the following:

3102-5408 Vehicle Power Equipment Supplies **\$125.00**

RE: Reimbursement from Herbert S. Wright for towing a 2003 Saturn vehicle to the impound lot located at the Sheriff's Dept.

Staff Recommendation: No new local funds are required

12.17- **Legal Services**

[0456](#) Please supplement by consent and appropriate the following:

1204-3002 Professional Services **\$1,156.25**

RE: Reimbursement from Town of Appomattox for half of legal services performed by Hefty, Wiley & Gore, PC

Staff Recommendation: No new local funds are required

13.17- **Animal Control**

[0457](#) Please supplement by consent and appropriate the following:

3501-5410 Uniforms **\$100.00**

RE: Reimbursement received from the previous Animal Control Officer for purchased uniforms.

Staff Recommendation: No new local funds are required

14. [17-0458](#) **Operating Reserve/Animal Control**

Please approve the transfer of **\$36,785** from 1101-5804 Operating Reserve to 3501-3001 Animal Control Professional Health Services.

RE: The requested funds are needed to supplement the Animal Control Department's budget because of turnover of staff, training, uniforms and annual lease payment to the Lynchburg Humane Society.

Staff Recommendation: No new local funds are required

ITEMS REMOVED FROM CONSENT

ATTORNEY'S REPORT

ADMINISTRATOR'S REPORT

REPORTS AND INFORMATIONAL ITEMS

15. [17-0460](#) **Robert E. Lee Soil & Water Conservation District**

Attached for your review is a copy of the February 23, 2017 Monthly Board of Directors meeting minutes from the Robert E. Soil & Water Conservation District Board of Directors meeting.

Documents: [Robert E Lee Soil and Water Conservation.pdf](#)

16. [17-0462](#)

Piedmont Court Services

Attached for your review is a copy of the DCJS Quarterly Communication Update from Renee Maxey, Director of Piedmont Court Services.

Documents: [DCJS Quarterly Update.pdf](#), [Piedmont Court Service Update.pdf](#)

17. [17-0463](#)

Appomattox County Public Schools

Attached for your review is a copy of the March, 2017 Month-end Financial report from Dr. Grasty and Bruce McMillan.

Documents: [School Board Financial Report.pdf](#)

18. [17-0468](#)

Board Salary Survey

Attached for your review is a copy of the current VACO Board of Supervisors and County Administrator Salary Survey. The Board requested that Staff obtain a copy of this document for review prior to consideration of increasing the Board's pay which would become effective January 1, 2018.

The last pay increase for the Board of Supervisors was made per motion of the Board at a May 3, 1999 meeting and became effective January 1, 2000. At that time the Board's salary increased to \$4,800 annually with the Chairman receiving an additional \$1,200.

STAFF RECOMMENDATION: Staff recommends the Board's review of the attached survey and to provide direction as to whether or not the Board wishes to add this item to a future agenda.

Documents: [BOS Salary Increase.pdf](#)

SUPERVISOR CONCERNS

This time is for individual Board members to share information with other members of the Board and the public. Items presented under this heading requiring action will be for a future meeting agenda or to request additional information from staff members. No item presented under this heading shall be acted upon at this meeting without the unanimous consensus of the Board.

CLOSED SESSION

UPCOMING MEETINGS

Tuesday, April 25, 2017 @ 6:30 PM
Public Hearing on Budget
Board of Supervisors Meeting Room
171 Price Lane, Appomattox, Virginia

Tuesday, May 2, 2017 @ 6:30 PM
Special Called Meeting to adopt FY-2018 Budget
Board of Supervisors Meeting Room
171 Price Lane, Appomattox, Virginia

Monday, May 15, 2017 @ 5:30 PM
Work Session
Board of Supervisors Meeting Room
171 Price Lane, Appomattox, Virginia

Monday, May 15, 2017 @ 6:30 PM
Regular Scheduled Meeting
Board of Supervisors Meeting Room
171 Price Lane, Appomattox, Virginia

ADJOURNMENT