



BOARD OF SUPERVISORS REGULAR MEETING
MONDAY, MAY 15, 2017
6:30 PM

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

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

BOARD OF SUPERVISORS

Handicap Accessibility Statement
Call to Order
Invocation- Chairman Carter
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.

PUBLIC HEARING (7:00 PM)

1. [17-0497](#) **Joint Public Hearing with VDOT-Secondary Six-Year Road Plan**

After being duly advertised, a Joint Public Hearing with VDOT is being held to receive public comment on the proposed Secondary Six-Year Road Plan for Fiscal Years 2018 through 2023 and on the Secondary System Construction Budget for Fiscal Year 2017/2018 for Appomattox County. During this time, Appomattox County citizens are afforded the opportunity to make comments and recommendations concerning the proposed plans.

Don Austin, VDOT Resident Administrator is available to address any questions and/or concerns.

Documents: [Public Hearing on Six Year Plan.pdf](#)

2. [17-0498](#) **Public Hearing - Exemption On Certain Real Estate; Real Estate, Personal Property, Machinery & Tools, Merchant's Capital Due Dates; License Tax; Filing Of Returns; Interest On Delinquent Taxes, Penalty For Nonpayment Of Taxes; Fee To Cover Cost Of Collection Of Delinquent Taxes**

After being duly advertised, a Public Hearing is being held to receive public comment concerning the adoption of an ordinance which would amend the following: Exemption on certain real estate; tax due dates; license tax; filing of returns; interest on delinquent taxes; penalty for nonpayment of taxes; and fees to cover cost of collection of delinquent taxes.

The County Attorney and Commissioner of Revenue are present to address any questions and/or concerns.

Documents: [Ordinance Amendment.pdf](#)

ACTION ITEMS

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3. [17-0501](#) **VDOT Six Year Road Plan/Construction Priority List**
Consider the adoption of the resolution approving the Virginia Department of Transportation's proposed Six-Year Plan for Secondary Roads and the Construction Priority List for Appomattox County.
STAFF RECOMMENDATION: Adopt the VDOT Six-Year Plan for Secondary Roads and the Construction Priority List as presented during the public hearing.
Documents: [Resolution -VDOT.pdf](#)
4. [17-0502](#) **Adoption of Ordinance**
Please consider the adoption of the changes to the County Ordinance as advertised and presented during the Public Hearing:
Section 3.7- Exemption on Certain Real Estate; Real Estate, Personal Property, Machinery & Tools, and Merchant's Capital Due Dates; License Tax; Filing of Returns; Interest on Delinquent Taxes; Penalty for Nonpayment of Taxes; Fee to Cover Cost of Collection of Delinquent Taxes.
5. [17-0492](#) **Appomattox County Procurement Procedures Manual**
A "draft" copy of the Appomattox County Procurement Procedures Manual was distributed for your review at April's Board meeting. The County Attorney has reviewed it and Mr. Spencer made suggested changes prior to distributing the draft copies to you last month. If you have questions, Mr. Lacheney and Mr. Spencer are available to address them tonight.
Staff Recommendation: If there are no suggested changes, staff recommends adoption of the Appomattox County Procurement Procedures Manual.
Documents: [Draft Procurement Procedures Manual.pdf](#)
6. [17-0488](#) **The American Legion Post #104**
The County has received a request from The American Legion Post #114 to use the Courthouse Square on May 29, 2017 from 10:30 a.m. until 2:00 p.m. to commemorate Memorial Day. The Board and office personnel are invited to attend. The ceremony starts at 12:30 p.m.
Staff Recommendation: The Board's approval for The American Legion Post #114 to use the Courthouse Square to commemorate Memorial Day.
Documents: [American Legion Request.pdf](#)
7. [17-0500](#) **Evergreen Lavender Festival**
Attached for your review is an event permit application for the Evergreen Lavender Festival request from Ken & Bonnie Swanson. The festival is scheduled for Saturday, June 18, 2017 from 12:00 p.m. to 5:00 p.m. and is
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located at 7169 Old Evergreen Road. The event consists of art, food vendors , two bands and the cover charge is \$5.00.

Staff Recommendation: The application was received on the day of the board packet distribution and has not been reviewed by all Departments. Therefore, approval from the Board is contingent upon approval from the Public Safety Director, Sheriff, Community Development Director, Building Official and County Administrator. If this information is obtained prior to Monday's Board meeting, staff recommends approval of the application to include waiver of the bond fee.

Documents: [Special Event Application.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.

8. [17-0486](#) **Invoices Submitted for Payment**

Please review the attached invoices and approve for payment:

May 8, 2017	\$22,360.50
May 15, 2017	\$517,998.67
TOTAL:	\$540,359.17

Staff Recommendation: Approve invoices for payment in the amount of \$540,359.17 as presented.

Documents: [Invoices 5-8-2017.pdf](#), [Invoices- 5-15-2017.pdf](#)

9. [17-0491](#) **Minutes**

Please review the following DRAFT minutes for additions, corrections or questions:

January 17, 2017 - Regular Scheduled Meeting

January 19, 2017 - Joint meeting with Town Council

January 31, 2017 - Special Called Meeting

February 16, 2017 - Budget Work Session

February 21, 2017 - Work Session

February 21, 2017 - Regular Scheduled Meeting

March 2, 2017 - Budget Work Session

March 9, 2017 - Joint meeting with Town Council

Documents: [Minutes-January 17, 2017.pdf](#), [Minutes-January 19, 2017.pdf](#), [Minutes-January 31, 2017.pdf](#), [Minutes-February 16, 2017.pdf](#), [Minutes-Work Session-February 21, 2017.pdf](#), [Minutes-February 21, 2017.pdf](#), [Minutes-March 2, 2017.pdf](#), [Minutes-March 9, 2017.pdf](#)

10. [17-0477](#)

Sheriff's Department

Please supplement by consent and appropriate the following:

3102-1002	Sheriff's Overtime	\$1,137.69
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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. [17-0478](#)

Sheriff's Department

Please supplement by consent and appropriate the following:

3106-5401	Dare Program	\$1,300.00
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RE: Donations received for Sheriff's Night Out

Staff Recommendation: No new local funds are required.

12. [17-0479](#)

J. Robert Jamerson Memorial Library

Please supplement by consent and appropriate the following:

7301-5411	Books	\$275.95
7301-5401	Office Supplies	\$763.25
7301-5415	Summer Reading	\$5.00
TOTAL:		\$1,044.20

Staff Recommendation: No new local funds are required.

13. [17-0480](#)

Circuit Court Clerk's Office

Please supplement by consent and appropriate the following:

2106-7001	Equipment	\$1,950.00
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RE: 5 replacement PC's with software and 1 printer purchased through the Supreme Court of Virginia. This amount will be reimbursed to the County from State Technology Trust Funds.

Staff Recommendation: No new local funds are required.

14. [17-0481](#)

Circuit Court Clerk's Office

Please supplement by consent and appropriate the following:

2106-3010	Data Processing	\$7,000.00
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RE: Supreme Court of Virginia online hosting, maintenance and technical services for 7/1/17 through 6/30/18. This amount will be reimbursed to the County from the State Technology Trust Funds.

Staff Recommendation: No new local funds are required.

15. [17-0482](#)

Department of Social Services

Please supplement by consent and appropriate the following:

5301-2002	VRS	\$19,338.58
5301-2006	Group Life	\$1,459.14
5301-2002	ICMA-RC	\$648.32
	TOTAL:	\$21,446.04

RE: Reimbursement for March & April 2017 Payroll.

Staff Recommendation: No new local funds are required.

16. [17-0483](#)

Animal Control Department

Please supplement by consent and appropriate the following:

3501-5410	Uniforms	\$520.00
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RE: Reimbursement received from the previous Animal Control Officer.

Staff Recommendation: No new local funds are required.

17. [17-0484](#)

Commonwealth Attorney's Office

Please supplement by consent and appropriate the following:

2201-5501	Travel/Mileage	\$1,925.22
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RE: Reimbursement from the Commonwealth's Attorneys' Services Council for travel to the Annual Spring Conference. (Darrel Puckett, Robert Carwile, Benjamine Cline)

Staff Recommendation: No new local funds are required.

18. [17-0495](#) **Appomattox County Public Schools - CIP**

Please supplement by consent and appropriate the following:

9104-7013	School Capital Projects	\$74,679.00
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RE: Project door replacement at the Appomattox County High School.

19. [17-0496](#) **Sheriff's Department**

Please supplement by consent and appropriate the following:

3102-5503	Travel	\$332.52
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RE: Reimbursement from the Virginia Sheriff's Institute for Sheriff's Conference.

Staff Recommendation: No new local funds are required.

20. [17-0485](#) **Electoral Board**

Please approve the transfer of **\$15,000** from 1101-5804 Operating Reserve to:

1301-1003	Election Official Wages	\$10,000.00
1302-3002	Professional Services	\$5,000.00

RE: \$10,000 needed to pay the officers of election to work the June 13, 2017 dual Gubernatorial Primary and \$5,000 needed to pay for Logistic and Accuracy testing of the voting machines.

Staff Recommendation: The additional expenditures will over expend the Electoral Board's operating budget for FY 2017. Staff recommends the Board's consideration to transfer \$15,000 from the Operating Reserve ; these funds were appropriated with the FY 2017 Operating budget to the Electoral Board's budget to cover these expenses. (4 elections during FY 2017)

21. [17-0499](#) **Appomattox County Public Schools**

Please supplement by consent and appropriate the following:

Fund 1	STEM Competition Team Grant Initiative	\$5,000.00
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Fund 2	Southeast United Dairy Industry Assoc. Grant (Primary School Cafeteria)	\$2,500.00
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RE: Awarded to Appomattox County Public Schools

Staff Recommendation: No new local funds are required.

ITEMS REMOVED FROM CONSENT

ATTORNEY'S REPORT

ADMINISTRATOR'S REPORT

REPORTS AND INFORMATIONAL ITEMS

22. [17-0487](#) **Robert E. Lee Soil & Water Conservation District**

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

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

23. [17-0490](#) **Sheriff Barry E. Letterman**

Attached for your review is a copy of a letter from the Office of the Governor congratulating Sheriff Barry E. Letterman for being elected Vice-President of the Virginia Sheriffs' Institute Board of Directors.

Documents: [Letter Congratulating Sheriff.pdf](#)

24. [17-0493](#) **Appomattox County Public Schools**

Attached for your review is the April 2017, Month-end Financial Report from Dr. Dorinda Grasty and Bruce McMillian.

Documents: [APS- Financial Report- April 2017.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

Monday, June 19, 2017 @ 5:00 PM

Work Session

Board of Supervisors Meeting Room
171 Price Lane, Appomattox, Virginia

Monday, June 19, 2017 @ 6:30 PM
Regular Scheduled Meeting
Board of Supervisors Meeting Room
171 Price Lane, Appomattox, Virginia

ADJOURNMENT