



**Appomattox Town Council  
Municipal Building, Council Chambers  
210 Linden Street  
Appomattox, VA 24522**

**Monday, January 14, 2019**

DUE TO INCLEMENT WEATHER, THIS MEETING HAS BEEN RESCHEDULED FOR  
**TUESDAY, JANUARY 22, 2019 AT 7:30 P.M.** AT THE TOWN MUNICIPAL  
BUILDING, 210 LINDEN STREET, APPOMATTOX, VIRGINIA.

**7:30 p.m. - Regular Council Meeting**

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

- I. Call to order and welcome to visitors**
- II. Prayer & Pledge of Allegiance to the Flag of the United States of America**
- III. Public Hearing**
  - III (a) – Open the hearing – Mayor Harvey**
  - III (b) – State the purpose - Attached**
  - III (c) – Staff comments**
  - III (d) – Public Comments**
  - III (e) – Close the hearing – Mayor Harvey**
- IV. Mayor's Comments**
- V. Scheduled Public Appearances**
- VI. Adoption of the Consent Agenda - January 22, 2019**
  - 1. October 23, 2018 – Council Workshop meeting minutes
  - 2. November 13, 2018 – Regular Council meeting minutes
  - 3. December 6, 2018 – Special Call Council meeting minutes

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.



**Appomattox Town Council  
Municipal Building, Council Chambers  
210 Linden Street  
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**VII. Unfinished Business**

**VIII. New Business**

1. Consideration to adopt the 2019 Appomattox Town Council meeting schedule.
2. Discussion of replacement of the GMC Dump Truck.

**IX. Council Standing Committee Reports**

**X. Citizen Comment Period**

**XI. Town Manager's Report**

**XII. Council Concerns**

**XIII. Adjournment**

**DUE TO INCLEMENT WEATHER, THIS PUBLIC HEARING HAS BEEN RESCHEDULED FOR TUESDAY, JANUARY 22, 2019 AT 7:30 P.M. AT THE TOWN MUNICIPAL BUILDING, 210 LINDEN STREET, APPOMATTOX, VIRGINIA.**

**PUBLIC HEARING NOTICE**  
~~January 14, 2019~~ **January 22, 2019**  
**TOWN OF APPOMATTOX**  
**WATER AND SEWER MONTHLY USER RATES**

The Town of Appomattox will hold a public hearing on ~~Monday, January 14, 2019 at 7:30 p.m.~~ **Tuesday, January 22, 2019 at 7:30 p.m.** at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia.

The purpose of the public hearing is to hear public comments for proposed changes to the Water and Sewer Policy User Charges (including Water and Sewer Rates), Connection and Availability Fees Administrative Policy with an effective date of July 1, 2019.

**a) Proposed Multiple Tier Water Rates:**

Apartments/Residential Units; Government and School Units	0 – 2000 gallons	Charge per 1000 gallons over 2000	Percent Increase
July 1, 2019	\$11.00	\$6.00	7.59%
July 1, 2020	\$11.30	\$6.20	3.00%
July 1, 2021	\$11.60	\$6.40	3.00%
July 1, 2022	\$11.90	\$6.60	3.00%

Businesses/Commercial Units	0 – 2000 gallons	Charge per 1000 gallons over 2000	Percent Increase
July 1, 2019	\$11.50	\$6.25	12.34%
July 1, 2020	\$11.80	\$6.40	3.00%
July 1, 2021	\$12.20	\$6.60	3.00%
July 1, 2022	\$12.60	\$6.80	3.00%

**b) Proposed Multiple Tier Sewer Rates:**

Apartments/Residential Units; Government and School Units	0 – 2000 gallons	Charge per 1000 gallons over 2000	Percent Increase
July 1, 2019	\$30.60	\$17.25	4.36%
July 1, 2020	\$31.50	\$17.80	3.00%
July 1, 2021	\$32.40	\$18.30	3.00%
July 1, 2022	\$33.40	\$18.80	3.00%

Businesses/Commercial Units	0 – 2000 gallons	Charge per 1000 gallons over 2000	Percent Increase
July 1, 2019	\$32.00	\$17.50	7.96%
July 1, 2020	\$33.00	\$18.00	3.00%
July 1, 2021	\$34.00	\$18.50	3.00%
July 1, 2022	\$35.00	\$19.10	3.00%

These rate changes are to be enacted pursuant to Section 15.2-2109 et. seq., with specific reference being made to Sections 15.2-2119 and 15.2-2122, of the Code of Virginia, 1950 as amended. Documentation, including the complete ordinance and other information concerning the documentation for the proposed fee are available at the Appomattox Town Office, 210 Linden Street, Appomattox, Virginia from 8:30 a.m. until 4:30 p.m., Monday through Friday. If you have any questions, please contact Kimberley W. Ray, Treasurer or Gary L. Shanaberger, Town Manager at 434-352-8268.

1 | **Appomattox Town Council  
Council Workshop Meeting  
October 23, 2018**

The Appomattox Town Council held a Council Workshop meeting on Tuesday, October 23, 2018 at 7:00 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Harvey, presiding.

Members present: Jonathan D. Garrett, James J. Boyce, Sr., Mary Lou Spiggle, Timothy W. Garrett and Claudia G. Puckette.

Absent: Steven T. Conner

Others present: Don Austin & Brian Casto, VDOT; Bif Johnson and Stacie Castro, Hurt & Proffitt, Inc.; Nathan Simpson, Nick Walton, Carlton duck, Susan Adams, County Administrator; Kim Ray, Town Treasurer; Gary Shanaberger, Town Manager and Roxanne W. Casto, Clerk of Council.

Mayor Harvey called the meeting to order.

Smart Scale Project – Route 131 Roadside Improvements –

Mr. Shanaberger introduced Don Austin and Brian Casto with VDOT to discuss the Smart Scale project – Route 131 Roadside Improvement project.

The costs to the Town will be for maintenance of lighting and location desired and types of landscaping. This information will better aid the Town in knowing how much funding will be needed in the future budget cycles. AECOM will offer suggestions for lighting and landscaping for the Town's consideration. Mr. Boyce requested background information for this project. Mr. Casto, VDOT explained that the town submitted an application for the Smart Scale project. The project will be broken into three (3) phases. 1 – This presentation of Route 131, 2 – Roundabout on Confederate Blvd and Old Courthouse Road, 3 – Connector over the Route 24 bridge to tie together bridge with potential trails.

This is a street scape project that was scored based on merits. This project scored high for economic development, safety and pedestrian traffic/trails. The Smart Scale project is completely funded by VDOT. The Town will be responsible for maintenance of lighting and landscaping. There are no matching funds for the project. The town was very fortunate to receive this project. The application was great!

The goal of this meeting was to acknowledge the very early design phase and gain the Town's input on maintenance of landscaping and lighting. VDOT will continue to invite Mr. Shanaberger to each project meeting. The Preliminary Field Inspection is scheduled for early Spring 2019.

Council thanked the VDOT and AECOM Representatives for sharing this update.

Utility Rate Study –

Mr. Bif Johnson, Hurt & Proffitt, Inc. discussed with Council the Rate Study scenarios. He presented neighboring community data and discussed the real difference between the flat vs.

tiered structure. The flat structure has the residential customers carrying the burden of the system at a rate of 56%. While the businesses are carrying 32%. The tiered structure would close the gap somewhat. Mr. Johnson also reminded Council that after the first increase, it is only 3% per year.

Mr. Johnson received questions from Council.

Mayor Harvey thanked Mr. Johnson and Ms. Castro for this additional information. This clarified this very well. It makes it more palatable.

Council thanked Mr. Johnson and Ms. Castro for attending the meeting.

Appomattox Magazine –

Mr. John Redding, President, Appomattox County Chamber of Commerce spoke to Council the Appomattox Magazine. The Chamber has distributed nearly all of the 3,200 copies from the first printing. The Chamber would like to apply for a Virginia Tourism Corporation (VTC) grant program. The Chamber would be the lead partner and the County of Appomattox has already agreed to partner and the Town appears to be the obvious choice. The minimum financial contribution is \$250.00. The grant application is due November 7, 2018. Mayor Harvey expressed support for \$1000 from the Town. Mrs. Puckette and Ms. Spiggle agreed to support the project at \$1,000.00. This is a better project than some received.

On a motion by Mrs. Puckette, seconded by Ms. Spiggle, Council voted to partner with Appomattox County and the Appomattox County Chamber of Commerce and provide \$1000 for the Appomattox Magazine.

Roll call vote: J. Garrett – yes, Boyce – yes, Spiggle – yes, T. Garrett – yes, Puckette – yes.  
Motion carried 5-0.

Budget Resolution:

On a motion by Ms. Spiggle, seconded by Mr. J. Garrett, Council voted to adopt a budget resolution amending the FY 2019 Operating Budget for the Sewer Fund for FY 2018-2019 for the carry forward of engineering fees from FY 2018:

- 1. Consideration to adopt a resolution amending the FY 2019 Operating Budget for the Sewer Fund for FY 2018-2019 for the carry forward of engineering fees from FY 2018*

*WHEREAS, Section 15.2-2507, Code of Virginia, allows that a governing body may amend the budget from time to time*

*NOW THEREFORE, BE IT RESOLVED, that the Appomattox Town Council does hereby amend the FY 2019 Operating Budget for the Sewer Fund for FY 2018-2019 for the carry forward of funding for incomplete projects*

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Council Workshop Meeting  
October 23, 2018**

Sewer Expenditures

31-7000-6141 I&I Project – Engineering 100,000

Total Net Increase in Expenditure Budget \$100,000

Sewer Fund Revenues

31-5901-0000 Use of Beginning Balance \$100,000

Total Net Increase in Revenue Budget \$100,000

**SECTION XIII:**

*BE IT FURTHER RESOLVED, by the Town Council of Appomattox, Virginia that the Fiscal Year 2019 budget amendments are hereby adopted, and the monies necessary to fund it are hereby appropriated and shall be certified by the Clerk of Council and maintained as an archive document with the official minutes of the Town Council of Appomattox, Virginia.*

*Amended this 23rd day of October 2018.*

*Attest:*

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*Roxanne Casto, Town Clerk*

All voting aye. Motion carried 5-0.

Committee Reports –

The Finance and Planning Committee and the Physical Development Committee met on October 17, 2018 to discuss the Utility Rate Study and the Liberty Baptist Church Park Master Plan.

Council Concerns:

Mr. Boyce expressed concerns of Downtown Traffic. Would it be possible to change the traffic to one-way on Harrell Street behind Main Street and install a Two-Way Stop Sign at the corner of Church Street and Main Street? Council requested Mr. Shanaberger write a letter to VDOT.

Mr. T. Garrett advised that the Varsity Football game has been moved to Thursday of this week due to weather.

Mr. J. Garrett informed Council of the rescue of a juvenile and parent out of the creek near the Trickling Filter Plant during the recent rain.

Staff Reports –

Mr. Elder – none

Mrs. Casto – none

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Council Workshop Meeting  
October 23, 2018**

Mrs. Ray – provided the September 2018 Financial Report. She has also received a demonstration from a financial software company and continues to analyze other companies.

Mr. Shanaberger briefed Council on the following items:

- Continuing to work on the Downtown Revitalization Grant.
- Whitney Burney, WSET Channel 13 will be in Appomattox on Thursday to visit with the architects and Mayor Harvey regarding a story on the Train Depot.

On a motion by Mr. T. Garrett, seconded by Mr. J. Garrett, Council voted to adjourn at 8:35 p.m. All members present voting aye. Motion carried 5-0.

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Roxanne W. Casto, MMC  
Clerk of Council

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Paul D. Harvey, Mayor

1 | **Appomattox Town Council**  
**Regular Council Meeting**  
**November 13, 2018**

The Appomattox Town Council held a Regular Council meeting on Tuesday, November 13, 2018 at 7:30 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Harvey, presiding.

Members present: Jonathan D. Garrett, James J. Boyce, Sr., Mary Lou Spiggle, Timothy W. Garrett, Steven T. Conner and Claudia G. Puckette.

Others present: Carlton Duck, Alive Media TV; Nathan Simpson, Information Technology Technician; Rev. Paul Michael Raymond, Jane Raymond, Michelle Payne, Times Virginian Newspaper; Kim Ray, Town Treasurer; Gary Shanaberger, Town Manager and Roxanne W. Casto, Clerk of Council.

Mayor Harvey called the meeting to order and welcomed the visitors.

Rev. Carlton Duck led the prayer and Pledge of Allegiance to the Flag of the United States of America.

Scheduled Public Appearances:

Rev. Paul Michael Raymond appeared before Council to request a tax-exempt status in accordance with 58.1-3651 of the Code of Virginia for possible purchase on the corner of Harrell Street and Church Street.

Mayor's Comments:

Mr. Jeff Elder, Facilities Director is recovering very well and putting in a little time.

Consent Agenda:

On a motion by Ms. Spiggle, seconded by Mr. T. Garrett, Council voted to adopt the consent agenda for November 13, 2018 as presented. All members present voting aye. Motion carried 6-0.

Unfinished Business:

On a motion by Mr. T. Garrett, seconded by Ms. Spiggle, Council voted to approve the multi-tiered utility rate study and move forward with a public hearing. All members present voting aye. Motion carried 6-0.

New Business:

None

Standing Committee Reports:

None

Citizen Comment Period:

None



Town Manager's Report:

Mr. Shanaberger reported on the following:

- Train Depot – Mr. Shanaberger reported that Dalglish Gilpin Paxton Architects has been working hard on the train depot project. Dalglish Gilpin Paxton Architects will meet with Council on December 10, 2018 to provide an update on the project as well as an updated timeline.

Mr. T. Garrett inquired if minutes were taken of the Community meeting held at the train depot? Mr. Shanaberger will ask Dalglish Gilpin Paxton to provide their worksheets of that meeting to Council.

- Downtown Revitalization Project – There will be a project management team meeting tomorrow, November 14, 2018 at 5:30 p.m. The public hearing is planned for December 10, 2018. The parking on that end of town continues to be explored and the possibility of using a portion of the grant for parking.
- Water & Sewer Backup (Incident) Policy – Staff has been working on an Incident Policy for water and sewer backups. The policy has been reviewed by the Virginia Municipal League Insurance Programs and the Town Attorney. It will be presented to Town Council for consideration to adopt at the next meeting.
- Food Truck Ordinance – The ordinance is nearly complete however he would like to have Council's input on fees and requirements.
- VDOT – 2 way stop – Mr. Elder and Mr. Shanaberger are looking at ways to lower the sidewalk on Harrell Street and Church Street behind Main Street and remove portion of the sidewalk railing. Business owners do not like the idea of one-way traffic on Harrell Street.

Council Concerns:

A possible referendum will be presented in May 2020 for 4-year terms of council members and Mayor. If it passes it would go to the General Assembly in 2021 with an effective date of July 1, 2021.

Ms. Spiggle wished everyone a blessed Thanksgiving with family and friends.

On a motion by Mr. Boyce, seconded by Mr. J. Garrett, Council adjourned at 8:02 p.m. All members present voting aye. Motion carried 6-0.

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Roxanne W. Casto, MMC  
Clerk of Council

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Paul D. Harvey, Mayor

1 | **Appomattox Town Council**  
**Special Call Council Meeting**  
**Thursday, December 6, 2018 – 5:00 p.m.**

The Appomattox Town Council held a Special Call Council meeting on Thursday, December 6, 2018 at 5:00 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Harvey presiding.

Members present: Jonathan D. Garrett, Mary Lou Spiggle, Timothy W. Garrett, Steven T. Conner and Claudia G. Puckette.

Absent: James Boyce, Sr.

Others present: Gary L. Shanaberger, Town Manager; Sam Vance, Attorney, Overbey, Hawkins & Wright, and Roxanne W. Casto, Clerk of Council.

Mayor Harvey called the Special Call Council meeting to order and stated the purpose of the Special Call Council meeting as a closed session.

Closed Session

On a motion by Councilmember Conner, seconded by Councilmember J. Garrett, Council voted to convene in Closed Session, pursuant to §2.2-3711 (A) 7 of the Code of Virginia, 1950, as amended, for the purpose of consultation with legal counsel retained by the Town regarding specific legal matters requiring the provision or legal advice by such counsel, specifically being the claim arising from a sewer backup at 182 Virginia Avenue.

Vote: J. Garrett – yes, Boyce – absent, Spiggle – yes, T. Garrett – yes, Conner – yes, Puckette – yes.

The meeting was re-opened to the public.

Council Member J. Garrett made the following motion:

WHEREAS, the Council of the Town of Appomattox has convened a closed meeting on this date, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Appomattox Town Council hereby certifies that to the best of each members knowledge: (1) Only public business matters lawfully exempted from open meetings requirements by Virginia law were discussed in the closed meeting to which this certificate resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by this council.

The motion was seconded by Council Member Conner and Council by the following recorded vote adopted the motion:

2 | **Appomattox Town Council**  
**Special Call Council Meeting**  
**Thursday, December 6, 2018 – 5:00 p.m.**

Vote: J. Garrett – yes, Boyce – absent, Spiggle – yes, T. Garrett – yes, Conner – yes, Puckette – yes.

On a motion by Council Member Conner, seconded by Council Member J. Garrett, Council voted approving the letter by the Virginia Municipal League Insurance Programs as presented and forwarding the letter to Thomas W. Lawson of Lawson & Beasley, Attorneys at Law. All members present voting aye. Motion carried 5-0.

On a motion by Council Member Conner, seconded by Council Member J. Garrett, Council voted to adjourn at 5:35 p.m. All members present voting aye. Motion carried 5-0.

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Roxanne W. Casto, MMC

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Paul D. Harvey, Mayor

## APPOMATTOX TOWN COUNCIL - 2019 MEETING SCHEDULE

### Location:

Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia

#### January 2019

**Monday, January 14, 2019**

7:30 p.m. – Regular Meeting

**Tuesday, January 29, 2019 (Fifth Tuesday)**

6:00 p.m. – Workshop Meeting

#### February 2019

**Monday, February 11, 2019**

7:30 p.m. – Regular Meeting

**Tuesday, February 26, 2019**

6:00 p.m. – Workshop Meeting

#### March 2019

**Monday, March 11, 2019**

7:30 p.m. – Regular Meeting

**Tuesday, March 26, 2019**

6:00 p.m. – Workshop Meeting

#### April 2019

**Monday, April 8, 2019**

7:30 p.m. – Regular Meeting

**Tuesday, April 23, 2019**

6:00 p.m. – Workshop Meeting

#### May 2019

**Monday, May 13, 2019**

7:30 p.m. – Regular Meeting

**Tuesday, May 28, 2019**

6:00 p.m. – Workshop Meeting

#### June 2019

**Monday, June 10, 2019**

7:30 p.m. – Regular Meeting

**Tuesday, June 25, 2019**

6:00 p.m. – Workshop Meeting

#### July 2019

**Monday, July 8, 2019**

7:30 p.m. – Regular Meeting

**Tuesday, July 23, 2019**

6:00 p.m. – Workshop Meeting

#### August 2019

**Monday, August 12, 2019**

7:30 p.m. – Regular Meeting

**Tuesday, August 27, 2019**

6:00 p.m. – Workshop Meeting

#### September 2019

**Monday, September 9, 2019**

7:30 p.m. – Regular Meeting

**Tuesday, September 24, 2019**

6:00 p.m. – Workshop Meeting

#### October 2019

**\*Tuesday, October 9, 2019**

7:30 p.m. – Regular Meeting

**Tuesday, October 29, 2019**

6:00 p.m. – Workshop Meeting

#### November 2019

**\*Tuesday, November 12, 2019**

7:30 p.m. – Regular Meeting

**Tuesday, November 26, 2019**

6:00 p.m. – Workshop Meeting

#### December 2019

**Monday, December 9, 2019**

7:30 p.m. – Regular Meeting

\*A Workshop meeting for December 2019 is not planned.

\*Code of the Town of Appomattox. §5-8. Time and Place. If the second Monday of the month is a holiday, the meeting shall be held on the following day.

If the Mayor, or the Vice-Mayor is unable to act, finds and declares that the weather or other conditions are such that it is hazardous for the Council members to attend a regular meeting, the regular meeting shall be continued until the following Monday, unless that Monday is a legal Holiday, then the meeting shall be on the Tuesday following the Monday holiday