

1 | **Appomattox Town Council**  
**Regular Council Meeting**  
**June 11, 2018**

The Appomattox Town Council held a Regular Council meeting on Monday, June 11, 2018 at 7:30 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Harvey, presiding.

Members present: Timothy W. Garrett, C. Lewis McDearmon, Jr., Mary Lou Spiggle, M. Erin Finch, Steven T. Conner and Claudia G. Puckette.

Others present: James J. Boyce, Sr., Jonathan Garrett, Dan Puckette, Janet Hix, Appomattox County Circuit Court Clerk; Sarah Fleet, Times Virginian Newspaper; Carrie Dungan, News & Advance; Carlton Duck and Derek Norfield, Alive Media TV; Jeff Elder, Facilities Director; Kim Ray, Town Treasurer; Gary Shanaberger, Town Manager and Roxanne W. Casto, Clerk of Council.

Mayor Harvey called the meeting to order.

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

Janet Hix, Appomattox County Circuit Court Clerk administered the Oath of Office to Mayor Harvey and the six (6) Council Members for their 2-year term beginning July 1, 2018.

Scheduled Public Appearances:

None

Mayor's Comments:

Mayor Harvey congratulated the Council on their successful election and is looking forward to working with each of them over the next two (2) years.

Consent Agenda:

On a motion by Mr. Garrett, seconded by Ms. Spiggle, Council voted to adopt the consent agenda for June 11, 2018 as presented. All members present voting aye. Motion carried 6-0.

Unfinished Business:

None

New Business:

On a motion by Mr. McDearmon, seconded by Ms. Finch, Council voted to adopt the Town of Appomattox FY 2019 Capital Improvement Plan as presented.

Vote: Aye - Garrett, McDearmon, Spiggle, Finch, Conner, Puckette. No – none. Motion carried 6-0.

On a motion by Ms. Spiggle, seconded by Mrs. Puckette, Council voted to adopt the Town of Appomattox FY 2019 Annual Budget Resolution:

**AN APPROPRIATIONS RESOLUTION OF THE APPOMATTOX TOWN COUNCIL  
ADOPTING THE FISCAL YEAR 2018-2019 BUDGET FOR THE TOWN OF  
APPOMATTOX, VA.**

**SECTION I:**

WHEREAS, Section 5-72, Appomattox Town Code and Section 15.2-2503, Code of Virginia, require that the governing body shall approve the budget and fix a tax rate for the budget year no later than the date on which fiscal year begins; and,

**SECTION II:**

WHEREAS, the proposed Fiscal Year 2018-2019 Budget was published on May 9, 2018 and May 16, 2018 in the *Times-Virginian*, Appomattox, Virginia, pursuant to Section 15.2-2506, Code of Virginia, and public hearing was subsequently held on the proposed budget on Tuesday, May 29, 2018;

**SECTION III:**

NOW, THEREFORE, BE IT RESOLVED, that the Appomattox Town Council meeting in General Session on June 11, 2018, does hereby approve the following General Fund Expenditures by Category for Fiscal Year 2018-2019;

**GENERAL FUND; EXPENDITURES BY CATEGORY:**

Council	50,700.
Administrative Department	455,725.
Professional	85,000.
Police Department	88,980.
Tourism Department	78,450.
Fire Department	37,000.
Public Works Department	700,126.
Sanitation Department	101,850.
Property Maintenance & Construction	362,800.
Town Shop	37,750.
Donation/Contributions	83,500.
Zoning	1000.
Town Office	43,100.
<b>TOTAL GENERAL FUND EXPENSES</b>	<b>2,125,981.</b>

**SECTION IV:**

BE IT FURTHER RESOLVED, that the Appomattox Town Council hereby establishes the property tax rate at \$.12 per \$100.00 of assessed value for real estate, \$.55 per \$100.00 of assessed value for personal property, \$.55 per \$100.00 of assessed value for machinery and tools, and \$.12 per \$100.00 of assessed value for mobile homes; and,

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 situated within the Town commencing January 1, 2018, 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 61.86% tax relief;
- Personal use vehicles valued at \$20,001 or more shall only receive 61.86% 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.

**SECTION V:**

BE IT FURTHER RESOLVED, that the Appomattox Town Council does hereby approve the following General Fund revenue estimates for Fiscal Year 2018-2019;

**GENERAL FUND; REVENUES BY CATEGORY:**

Current Taxes – Real Estate	162,000.
Current Taxes – Personal Property	100,000.
Delinquent Taxes	5,000.
Penalties & Interest	5,000.
Public Service Corporation	6,500.
Bank Stock Tax	130,000.
Cigarette Tax	110,000.
Meals Tax	1,000,000.
Lodging Tax	60,000.
Franchise Tax	4,500.
Consumption Tax	7,000.
Vehicle License Tax	27,000.
Business License	150,000.
Zoning	1,000.
Interest	9,000.
Rental of Misc. Property	9,000.
Motor Vehicle Tax	3,500.
Sales Tax	70,000.
Aid to Police Department (HB599)	42,741.

4 | **Appomattox Town Council**  
**Regular Council Meeting**  
**June 11, 2018**

Fire Programs	10,000.
Miscellaneous	1,500.
Town DMV Fees	1,000.
Other Reimbursable	500.
Transfer from Reserve	210,740.
<b>TOTAL GENERAL FUND REVENUES</b>	<b>2,125,981.</b>

**SECTION VI:**

BE IT FURTHER RESOLVED, that the Appomattox Town Council does hereby approve the following Water Fund Expenditures for Fiscal Year 2018-2019;

**WATER FUND; EXPENDITURES BY CATEGORY:**

Water Department	642,742.
<b>TOTAL WATER EXPENDITURES</b>	<b>642,742.</b>

**SECTION VII:**

BE IT FURTHER RESOLVED, that the Appomattox Town Council does hereby approve the following Water Fund Revenue estimates for Fiscal Year 2018-2019;

**WATER FUND; REVENUES BY CATEGORY:**

Water Sales	320,000.
Connection Fees	10,000.
Penalty Fees	15,000.
Availability Fees	10,500.
Reconnect Fees	8,000.
County Water Line Maintenance	45,000.
Miscellaneous	500.
Interest	4,500.
Credit Card Fees	2,000.
Rental of Misc. Property	8,000.
Intergovernmental Revenue	25,000.
Use of Fund Balance	194,242.
<b>TOTAL WATER REVENUES</b>	<b>642,742.</b>

**SECTION VIII:**

BE IT FURTHER RESOLVED, that the Appomattox Town Council does hereby approve the following Sewer Fund Expenditures for Fiscal Year 2018-2019;

**SEWER FUND; EXPENDITURES BY CATEGORY:**

Sewer Department	1,094,876.
<b>TOTAL SEWER EXPENDITURES</b>	<b>1,094,876.</b>

**SECTION IX:**

BE IT FURTHER RESOLVED, that the Appomattox Town Council does hereby approve the following Sewer Fund Revenue estimates for the Fiscal Year 2018-2019;

**SEWER FUND; REVENUES BY CATEGORY:**

Sewer Sales	800,000.
Connection Fees	2,500.
Availability Fees	5,000.
County Reimbursement SBR & IDA PS	77,000.
Park Service Maintenance	1,800.
Interest	4,000.
Intergovernmental Revenue	1,700.
Use of Beginning Balance	202,876.
<b>TOTAL SEWER REVENUES</b>	<b>1,094,876.</b>

**SECTION X:**

BE IT FURTHER RESOLVED, that the Appomattox Town Council does hereby approve the following Internal Service Fund Expenditures for Fiscal Year 2018-2019;

**INTERNAL SERVICE FUND; EXPENDITURES BY CATEGORY:**

Internal Service Department	162,700.
<b>TOTAL INTERNAL SERVICE FUND EXPENDITURE</b>	<b>162,700.</b>

**SECTION XI:**

BE IT FURTHER RESOLVED, that the Appomattox Town Council does hereby approve the following Internal Service Fund Revenue estimates for the Fiscal Year 2018-2019;

**INTERNAL SERVICE FUND; REVENUE BY CATERGORY:**

Reserves	162,700.
<b>TOTAL INTERNAL SERVICE REVENUE</b>	<b>162,700.</b>

**SECTION XII:**

The salaries, wages and allowances set out in said Budget are hereby authorized as per the terms of the town's classification and merit system as approved compensation for officers and employees for services rendered, unless hereafter otherwise provided by ordinance; provided however, that the Town Manager is authorized to make such rearrangement of positions in the several departments named in the Budget, in respect to officers and employees appointed by his/her as may best meet the needs and interests of the Town and after approval by Council.

**SECTION XIII:**

BE IT FURTHER RESOLVED, that the Appomattox Town Council may amend the Fiscal Year 2018-2019 Town Budget from time to time pursuant to Section 15.2-2507, Code of Virginia; and,

**SECTION XIV:**

BE IT FURTHER RESOLVED, by the Town Council of Appomattox, Virginia that the Fiscal Year Budget for 2018-2019 is hereby adopted, effective July 1, 2018 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.

Adopted this 11<sup>th</sup> day of June, 2018.

Attest:

\_\_\_\_\_  
Roxanne W. Casto, Town Clerk

\_\_\_\_\_  
Paul D. Harvey, Mayor

Vote: Aye – Garrett, McDearmon, Spiggle, Finch, Conner and Puckette. No – none.  
Motion carried 6-0.

On a motion by Mr. Conner, seconded by Mr. Garrett, Council voted to adopt the following resolution:

1. Consideration to adopt a resolution amending the FY 2019 Operating Budget for the General Fund, Water Fund and Sewer Fund for FY 2018-2019 for the salaries, wages and allowances set out in said Budget as authorized per the terms of the town's classification and merit system as approved compensation for officers and employees for services rendered, unless hereafter otherwise provided by ordinance; provided however, that the Town Manager is authorized to make such rearrangement of positions in the several departments named in the Budget, in respect to officers and employees appointed by his/her as may best meet the needs and interests of the Town and after approval by Council.
2. WHEREAS, Section 15.2-2507, Code of Virginia, allows that a governing body may amend the budget from time to time.

3. NOW THEREFORE, BE IT RESOLVED, that the Appomattox Town Council does hereby amend the FY 2019 Operating Budget for the General Fund, Water Fund and Sewer Fund for FY 2018-2019 for funding of salaries, wages and allowances set out in said Budget are hereby authorized as per the terms of the town's classification and merit system as approved compensation for officers and employees for services rendered, unless hereafter otherwise provided by ordinance; provided however, that the Town Manager is authorized to make such rearrangement of positions in the several departments named in the Budget, in respect to officers and employees appointed by his/her as may best meet the needs and interests of the Town and after approval by Council.

**General Fund Expenditures**

Salaries & Wages	\$8,000.
FICA	<u>\$ 612.</u>
Net Increase in Budget	<u>\$8,612.</u>

**General Fund Revenues**

Use of Undesignated Reserve	<u>\$8,612.</u>
Net Increase in Budget	<u>\$8,612.</u>

**Water Fund Expenditures**

Salaries & Wages	\$3,665.
FICA	<u>\$ 300.</u>
Net Increase in Budget	<u>\$3,965.</u>

**Water Fund Revenues**

Use of Undesignated Reserve	<u>\$3,965.</u>
Net Increase in Budget	<u>\$3,965.</u>

**Sewer Fund Expenditures**

Salaries & Wages	\$1,665.
FICA	<u>\$ 128.</u>
Net Increase in Budget	<u>\$1,793.</u>

**Sewer Fund Revenues**

Use of Undesignated Reserve	<u>\$1,793.</u>
Net Increase in Budget	<u>\$1,793.</u>

***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 11<sup>th</sup> day of June 2018.

Attest:

---

Roxanne Casto, Town Clerk

Vote: Aye – Garrett, McDearmon, Spiggle, Finch, Conner and Puckette. No – none.  
Motion carried 6-0.

Standing Committee Reports:

None

Citizen Comment Period:

None

Town Manager's Report:

Mr. Shanaberger reported on the following:

- Anticipates finalizing the contract with the architectural firm for the Historic Structures Report on the Train Depot within the next week.
- The Town Economic Development Authority will be hosting a community meeting for the downtown property owners for possible resubmission of the Downtown Revitalization Grant on Tuesday, June 12, 2018 at 5:00 p.m. at the Visitor Information Center. Craig Wilson, Community Planning Partners and Doug Ellis, Department of Housing and Community Development will be present to answer any program questions.
- The Kiddie Park has been reopened, however the bathrooms remain closed as they are not finished yet.

Council Concerns:

Mrs. Puckette stated there are overgrown hedges on Lee Grant Avenue. Mr. Elder advised Council he would work with the property owner to have the hedges trimmed.

Mr. McDearmon apologized for wearing a hat. He had surgery and it hasn't completely healed yet.

On a motion by Mr. Garrett, seconded by Mr. Conner, Council adjourned at 8:00 p.m. All members present voting aye. Motion carried 6-0.

---

Roxanne W. Casto, MMC  
Clerk of Council

---

Paul D. Harvey, Mayor