

1 | **Appomattox Town Council  
Workshop Meeting  
October 29, 2019**

The Appomattox Town Council held a Workshop meeting on Tuesday, October 29, 2019 at 6:00 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Harvey, presiding.

Town Council members present were Jonathan D. Garrett, James J. Boyce, Sr., Mary Lou Spiggle, Timothy W. Garrett, Steven T. Conner and Claudia G. Puckette.

Staff members present were Jeff Elder, Facilities Director, Kim Ray, Treasurer; Gary Shanaberger, Town Manager and Roxanne Casto, Clerk.

Mayor Harvey called the Workshop meeting to order.

Laura Dawson appeared before Council to request assistance with funding for Christmas lighting at the Courtland Festival Park.

On a motion by Mr. Conner, seconded by Mrs. Puckette, Council voted to donate \$1,000.00 to the Courtland Park Foundation, Inc. for the Christmas lighting project.

Roll Call Vote: J. Garrett – yes, J. Boyce – yes, M. Spiggle – yes, T. Garrett – yes, S. Conner – yes, C. Puckette – yes. All members voting aye. Motion carried.

On a motion by Mr. J. Garrett, seconded by Mr. T. Garrett, Council voted to put before the voters of the Town of Appomattox a referendum on the two proposed charter amendments included as part of the agenda packet, and that we authorize the town attorney to obtain a Writ of Election placing such referendum on the ballot for the May 2020 election.

Proposed Charter Amendment – Town of Appomattox  
Draft Referendum Language

Shall the Town of Appomattox request the General Assembly to amend its existing charter to provide for the Town to elect its Mayor and Council members at the November general election date in odd-numbered years, and to make associated changes in the charter?

[ ] Yes

[ ] No

Shall the Town of Appomattox request the General Assembly to amend its existing charter to increase the length of terms for its Council members to four years, to stagger future elections of Council members so that three members are elected every two years, and to make associated changes in the charter?

[ ] Yes

[ ] No

All members present voting aye. Motion carried.

On a motion by Mr. Boyce, seconded by Mr. T. Garrett, Council voted to amend the Town of Appomattox Accounts Receivable Policy, specifically the Water/Sewer Bills. All members present voting aye. Motion carried.

On a motion by Mr. T. Garrett, seconded by Mr. J. Garrett, Council voted to reappoint James C. Davidson, Jr. to the Board of Zoning Appeals for the term beginning January 1, 2020 and ending on December 31, 2024. All members present voting aye. Motion carried.

On a motion by Mr. T. Garrett, seconded by Mr. J. Garrett, Council voted to adopt the Appomattox Downtown Revitalization Project – Façade Improvement Program Design. All members present voting aye. Motion carried.

Committee Reports:

None

Council Concerns:

Mr. Conner inquired if staff has had an opportunity to investigate discontinuing the Internal Service Fund. Mr. Shanaberger responded that staff has not investigated this matter.

Mayor Harvey thanked the Town for the donation for the Railroad Festival.

Mr. Boyce requested an update on the parking situation on Church Street. Mr. Shanaberger responded that he is waiting on a follow up meeting with VDOT.

Ms. Spiggle wished everyone a Happy Halloween.

Staff Reports:

Mrs. Kim Ray, Town Treasurer provided the financial report as of September 30, 2019. She also advised Council that Brown, Edwards & Company will be attending the December 9, 2019 Regular Council meeting to present the FY 2019 Annual Audit Report. Staff continues to work with Edmunds for the order of programs and the conversion timeline.

Mr. Jeff Elder, Facilities Director reported on the following items:

- He met with the Virginia Department of Transportation this week concerning alternatives for the Lee Grant Avenue improvements.
- The survey work has been completed on the waterline replacement project on Church Street. Once the design phase is complete, the plans will be submitted to the Virginia Department of Health and Department of Environmental Quality for review.
- The USDA Sewer Project continues to move along. Staff intends to bid the project in December 2019.
- Yellow lines have been painted along the curbing on Church Street.

Mrs. Casto, Clerk reported she is currently working with Municode on the agenda management software transition.

Mr. Gary Shanaberger provided updates on the following items:

- The bylaws for the Rose Garden committee are being updated and will address the questions regarding the VDOT regulations.
- Dalgleish, Gilpin and Paxton will be sending the first draft of drawings for the Train Depot in the next week.
- He is hopeful to hear something regarding the Historic Tax Credits next week.
- The Town's Comprehensive Plan is going very well. The next meeting is scheduled for Tuesday, November 5, 2019. It will be one of the most important meetings during the process as the Planning Commission will be reviewing the goals and objectives over the next five year.
- The Downtown Revitalization grant is on schedule with a lot of preliminary paperwork. The Town will be under contract with the Department of Housing and Community Development by November 30, 2019.

Mr. Boyce inquired if there was any funding available for other areas of town? Mr. Shanaberger advised that the EDA is working on a Façade Improvement program.

- The Meadowlark Grant is winding down. There may be enough funding for one more housing project.

On a motion by Mr. Boyce, seconded by Mr. J. Garrett, Council voted to adjourn at 7:10 p.m. All members present voting aye. Motion carried.

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Roxanne W. Casto, MMC  
Clerk of Council

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Paul D. Harvey, Mayor