

REGULAR WORK SESSION OF THE FARMVILLE TOWN COUNCIL
HELD ON FEBRUARY 1, 2023

At the regular work session of the Farmville Town Council held on Wednesday, February 1, 2023, at 11:00 AM, in the Council Chamber of the Town Hall, 116 North Main Street, Farmville, Virginia, there were present Mayor B.R. Vincent, presiding, and Council members D.E. Dwyer, T.M. Pairet, A.D. Reid, S.O. Amos, J.F. Hardy and A.B. Yoelin.

Staff present were Town Manager C. Scott Davis, Finance Director Julie Moore, Deputy Police Chief and Captain William Hogan, Community Development Director Lee Pambid, Deputy Finance Director Carol Anne Seal, IT Support Ashley Atkins-Austin, Deputy Clerk Jacqueline Vaughan, and Clerk Mary McKay.

Mayor Vincent called the meeting to order.

The Clerk called the roll, noting Council member D.L. Hunter as absent.

PRESENTATION: ABM PROPOSAL

Town Manager introduced Chrissy Sherriff and Whit Blake from ABM Building Solutions, LLC, who also provided a presentation at the January 11, 2023 Regular Council meeting. Additional information on the proposed infrastructure improvement project was provided to the Council from feedback and questions received from their earlier presentation. Ms. Sherriff reviewed the methodology used to understand the town's current utilities and energy consumption and provided a review of the program that could create funding towards needed infrastructure improvements. Mr. Blake reported on the details of an advanced metering infrastructure (AMI) upgrade to the water meter system which would eliminate the need to manually read the meters. Benefits of an AMI upgrade could be a customer portal and alarms that are triggered by excess water usage. Mr. Blake advised ABM's team would be managing and performing the work in coordination with the town's public works department. There were several inquiries from Council members with some discussion held. Ms. Sherriff reviewed in detail the water and energy estimated savings from the preliminary study completed. The Town Manager noted a partial asset management plan for buildings could be provided as part of the project. Mr. Blake provided a review of the potential costs to the town. Additional discussion was held. An agreement will be presented for Council's consideration at the February 8, 2023 Regular Council meeting.

PLANNED UNIT DEVELOPMENT PRESENTATION/DISCUSSION

Town Manager reported on the phased approach in providing information on planned unit developments (PUD). Community Development Director Lee Pambid provided a review of the overall PUD process and advised there will be a high level of project and application vetting throughout the planning and development process. Mr. Pambid outlined the stages for a planned unit development ordinance. He noted also the input received during a Community Information Session held at the Moton Museum on January 12, 2023. An additional Community Information Session is scheduled for Monday, February 13, 2023, at 6:00 PM, at the Moton Museum. As a reminder of the upcoming information session, flyers have been placed with the Town's utility bill notices, a newspaper advertisement will be placed, and the event will be posted on social media. Mr. Pambid concluded his presentation by offering the desired outcomes of a Farmville planned unit development process.

OVERVIEW OF RESOLUTION NO. 2023-02-03 – CONDITIONAL USE PERMIT TO ALLOW ONE STORY, 116 UNIT, SELF-STORAGE BUILDING

Community Development Director Lee Pambid offered thanks to Ashley Atkins-Austin for her work on this conditional use permit. Mr. Pambid advised this is for a one-story 116-unit, 20,000 sq. ft. building that will be in the parking lot in front of the existing AA Storage. Highlights from the staff report provided to Council were reviewed.

Councilman Yoelin made an inquiry regarding the watering needs for the project's new landscaping and there being no water supply to the proposed building. Mr. Pambid reported on the landscaping requirements in the zoning ordinance. As irrigation is not a requirement, the landowner may have trees replaced by warranty, as most ornamental and shade trees have a one-year warranty. Afterwards, if the trees start to die, the town may state the requirement to have the trees replaced as part of the ordinance.

Town Manager advised the new building official will not be in attendance at the February 8, 2023 Regular Council meeting due to a scheduled training. According to the state building code, a building official will need to be appointed. Community Development Director Lee Pambid introduced Nicholas Bowles to Town Council.

MONTHLY FINANCIAL REPORT

Finance Director Julie Moore presented an overview of the Financial Reports with percentages and amounts of revenue collected. Expense amounts were reviewed within the Public Safety, Public Works, Water/Sewer and Airport Funds. Ms. Moore reported that the policy states the Town Manager can approve department budget transfers. Council members were provided a copy of the budget transfers for review. The Accounts Receivable report included a review of potential write offs:

- Real Estate taxes that need to be written off from TAC's (Taxing Authority Consulting Services) tax sale and uncollectible taxes in the amount of \$30,458.
(\$209.41 in Real Estate Taxes including penalties and interest and \$30,248.64 in Liens)
- Utility accounts in the amount of \$18,485. (\$8,390.43 in bankrupt utility accounts and \$10,095.32 in uncollectible 2018 utility accounts)

A proposed amendment to the town's procurement policy was mentioned. Inquiries were made from other localities on threshold amounts. The proposed increases to the procurement thresholds were reviewed.

Council was provided a report on a proposed ordinance for participation in the Virginia Investment Pool which offers another alternative for long-term and short-term investments. Options for the earnings from investing will be brought forward to future Council meetings.

DISCUSSION OF COMMITTEES

Council previously tabled a discussion on the elimination of committees and the topic has been brought forward again. All Council members could receive information together at the same time, have discussion and with all being informed, move into a full council meeting. Mayor Vincent noted the charter makes no reference to committees and that special committees may be set as needed to address any issues should they arise. Committee information could be brought forward to the full council at a work session. Mr. Reid recommended that committees be disbanded and the full council work as one with everyone being in agreement. A discussion was held on the date and time for work session meetings. Council agreed to move forward with the work sessions being held at 6:00 PM on the first Wednesday of each month.

The Council returned to open session.

**APPOINTMENTS TO THE FARMVILLE INDUSTRIAL DEVELOPMENT
AUTHORITY**

On a motion by Mr. Reid, seconded by Mr. Pairet, and with a recorded vote of Council members Reid, Amos, Hardy, Yoelin, Dwyer, and Pairet voting “yes”, a motion was approved to appoint Jason Matyus and Jason Hatfield to the Farmville Industrial Development Authority.

BACKGROUND:

There are two vacancies for the Farmville Industrial Development Authority with replacements to be named. A resignation was received by Cindy Cave on November 9, 2022. Ms. Cave has an unexpired term of 02/28/2024. Cory Wingo’s resignation was received on January 30, 2023. His unexpired term is 02/28/2026.

There being no other business and on a motion by Mr. Pairet, seconded by Mrs. Amos, with all in favor stating “aye”, the meeting adjourned at 12:55 PM.

APPROVED:

ATTEST:

Brian R. Vincent, Mayor

Mary H. McKay, Clerk of Council