



Town of Farmville

Town Council

June 14, 2023 at 7:00 PM
Council Chamber of the Town Hall
116 North Main Street, Farmville, VA

AGENDA

1. **Call to Order and Welcome Guests**
2. **Invocation - The Lord's Prayer**
3. **Pledge of Allegiance led by Vice-Mayor Reid**
4. **Roll Call**
5. **Public Hearings**
 - a. Public Hearing - Resolution No. 2023-06-01 - to allow for an accessory dwelling unit - The 0.516-acre site is located at 1204 Sixth Avenue on parcel 0023A12(01)00-046
 - b. Public Hearing - Resolution No. 2023-06-02 - to allow for an accessory dwelling unit - The 0.573-acre site is located at 801 Milnwood Road on parcel 0023A14(0A)00-008
 - c. Public Hearing - Ordinance No. 224 - renaming of Watkins Street in honor of Rev. James Samuel Williams, Jr. to Williams Way
6. **Public Comment Period - Please Limit Comments to Three Minutes**
7. **Request Approval of the Consent Agenda**

Draft Minutes of the 2023-05-03 Work Session, 2023-05-10 Regular Council Meeting,

 - a. 2023-05-22 Special Meeting, 2023-05-23 Special Meeting (Joint Meeting of the Prince Edward Board of Supervisors and Farmville Town Council)
8. **Request Approval of the Finance Report**
 - a. Finance Report
9. **New Business**
 - a. Request Adoption of Resolution No. 2023-06-01 - to allow for an accessory dwelling unit at 1204 Sixth Avenue
 - b. Request Adoption of Resolution No. 2023-06-02 - to allow for an accessory dwelling unit at 801 Milnwood Road
 - c. Request Adoption of Ordinance No. 224 - renaming of Watkins Street in honor of Rev. James Samuel Williams, Jr. to Williams Way
 - d. Request Adoption of Resolution No. 2023-06-03 - Farmville Town Council Rules of Procedure
10. **Staff Reports**
11. **Comments by the Mayor and Members of Town Council**
12. **Closed Session**
 - a. 2.2-3711(A)(1) Personnel - Discussion of performance of the Town Manager

Brian R. Vincent
Mayor

Mary H. McKay
Clerk of Council



COUNCIL
A. D. "Chuckie" Reid
Adam B. Yoelin
Daniel E. Dwyer
Donald L. Hunter
John Hardy
Sallie O. Amos
Tommy Pairer

Town of Farmville
Town Council
PUBLIC HEARING NOTICE

The Farmville Town Council will hold public hearings on Wednesday, June 14, 2023, at 7:00 PM in the Council Chamber, located on the second floor of the Town Hall, 116 North Main Street, Farmville Virginia to receive public comment on the following items:

- **Resolution No. 2023-06-01 – to allow for an accessory dwelling unit. The 0.516-acre site is located at 1204 Sixth Avenue on parcel number 0023A12(01)00-046.**
- **Resolution No. 2023-06-02 – to allow for an accessory dwelling unit. The 0.573-acre site is located at 801 Milwood Road on parcel number 0023A14(01)00-008.**
- **Ordinance No. 224 – renaming of Watkins Street in honor of Reverend James Samuel Williams, Jr. to Williams Way.**

The Farmville Town Council will consider the requests following the public hearings. Any person(s) wishing to comment on the above matters should plan to attend this meeting or submit written comments. If you do not feel comfortable attending the meeting, you can participate by contacting the Clerk of Council's office and ask to participate in the public hearing by phone. Once a person has formally made this request, they will be provided with a conference call number. Please send your requests to Mary McKay at mmckay@farmvilleva.com or by calling (434) 392-9465 by 5:00 PM on Wednesday, June 14, 2023.

Questions and comments related to the public hearings may be directed to the Department of Community Development, 116 North Main Street, PO Drawer 368, Farmville, Virginia, 23901 or by calling (434) 392-8465, between the hours of 8:00 AM and 5:00 PM, Monday through Friday.

It is the intent of the Town to comply with the Americans with Disabilities Act. Should you need special accommodation, please contact C. Scott Davis, LP.D., Town Manager, at (434)392-5686, prior to the meeting.



**PUBLIC HEARING COMMENTS
RESOLUTION NO. 2023-06-01
(Accessory dwelling unit – 1204 Sixth Avenue)
June 14, 2023
Guests Sign Up Sheet**

<i>Name</i>	<i>Address</i>	<i>Topic</i>	<i>Via</i>



**PUBLIC HEARING COMMENTS
RESOLUTION NO. 2023-06-02
(Accessory dwelling unit – 801 Milnwood Road)
June 14, 2023
Guests Sign Up Sheet**

<i>Name</i>	<i>Address</i>	<i>Topic</i>	<i>Via</i>



**PUBLIC HEARING COMMENTS
ORDINANCE NO. 224
(Renaming Watkins St. to Williams Way)
June 14, 2023
Guests Sign Up Sheet**

<i>Name</i>	<i>Address</i>	<i>Topic</i>	<i>Via</i>



Town of Farmville

Agenda Item Summary

MEETING DATE: June 14, 2023

ITEM NUMBER: 7.a. – Draft Minutes of the 2023-05-03 Work Session, 2023-05-10 Regular Council Meeting, 2023-05-22 Special Meeting, 2023-05-23 Special Meeting (Joint Meeting of the Prince Edward Board of Supervisors and Farmville Town Council)

BACKGROUND:

RECOMMENDATION: Approve the Consent Agenda as presented.

FISCAL IMPACT:

ATTACHMENTS:

1. 2023-05-03 Work Session Minutes-DRAFT
2. 2023-05-10 Regular Council Meeting-DRAFT
3. 2023-05-22 Special Meeting-DRAFT
4. 2023-05-23 Special Meeting-DRAFT

REGULAR WORK SESSION OF THE FARMVILLE TOWN COUNCIL
HELD ON MAY 3, 2023

At the regular work session of the Farmville Town Council held on Wednesday, May 3, 2023, at 6:00 PM, in the Council Chamber of the Town Hall, located at 116 North Main Street, Farmville, Virginia, there were present Mayor Brian Vincent, presiding, and Council members Sallie Amos, A.D. “Chuckie” Reid, Dan Dwyer, Tommy Pairet, Adam Yoelin, Donald Hunter and John Hardy.

Staff present were Town Manager C. Scott Davis, Chief of Police Andy Ellington, Finance Director Julie Moore, Deputy Clerk and IT Support Jacqueline Vaughan, and Clerk Mary McKay.

Mayor Vincent called the meeting to order.

The Clerk called the roll, noting Council members Tommy Pairet and Dan Dwyer as absent; however, entered the meeting at 6:06 PM and 6:08 PM, respectively.

MONTHLY FINANCIAL REPORT

Finance Director Julie Moore reported the budget being on track at about 75%, excluding non-revenue items in the General Fund such as the worker’s compensation and the set-aside money for the bond payment. There are carryover funds from past years in the water, sewer, and transportation funds that are budgeted in case there is a need. On a positive note, Ms. Moore reported not having to use the prior year’s funds. Expenses are below 75% with no other significant changes being noted from the past two months. Council members were provided with a Summary Report which reflects the total outstanding taxes, utilities, and miscellaneous accounts receivable. Compared to the December report, there is \$55,000 less as payments have been collected for this year’s taxes. Some of the older taxes due have been collected due to using Taxing Authority Consulting Services (TACS) for the collection process. The utility accounts receivable is down due to writing off the 2018 receivables. Miscellaneous accounts receivable is down after receiving in December the second half of Longwood University’s portion for the usage of the Farmville Area Bus service.

DISCUSSION: PROPOSED RESOLUTION #2023-05-01 – AMEND FY2022-2023

BUDGET-ARPA

Finance Director Julie Moore reported on the need to amend the budget to add the revenue and expenses due to the amounts being over one percent of the original budget. It was mentioned

that the Council already approved the expenditure of the ARPA funds, however the revenue and expense amounts were not included in the budget.

A Public Hearing will be held on Wednesday, May 10, 2023 at the Regular Council Meeting.

DISCUSSION: PROPOSED ORDINANCE NO. 222 – VACATE ALLEY BETWEEN 500 AND 600 BLOCK OF SOUTH VIRGINIA STREET AND SOUTH BRIDGE STREET

The proposed ordinance relates to Resolution 2021-12-04 which was approved already by Council on December 8, 2021, for an alley abandonment located between the 500 and 600 block of South Virginia Street and South Bridge Street.

A verbal report was provided by the Town Manager. The Town Attorney has advised the alley abandonment approval should be in the form of an ordinance instead of a resolution. A Public Hearing has already been held.

Council member Hardy made an inquiry for informational purposes if alley abandonment is something the Town is glad to do, so not to have to maintain. The Town Manager reported the alley is not actively used nor developed.

DISCUSSION: PROPOSED ORDINANCE NO. 223 – VACATE ALLEY BETWEEN 800 BLOCK OF FIRST AVENUE AND 800 BLOCK OF HILL STREET

The proposed ordinance relates to Resolution 2021-12-05 which was approved already by Council on December 8, 2021, for an alley abandonment located between the 800 block of First Avenue and 800 block of Hill Street.

The Town Manager confirmed the proposed ordinance relates to the same issue of an ordinance being needed instead of a resolution. The topic will be on the agenda at the May 10, 2023 Regular Council meeting.

DISCUSS AND APPROVE CONTRACT RENEWAL FOR LABELLA ASSOCIATES PROFESSIONAL CONSULTING SERVICES

Mr. Pairet made a motion to authorize the Town Manager to sign the contract renewal for the LaBella Associates professional consulting services, seconded by Mrs. Amos, and with a recorded vote of Council members Reid, Dwyer, Pairet, Yoelin “aye”, Hunter, Hardy, and Amos voting “yes”, the motion passed.

BACKGROUND: A verbal report was provided by the Town Manager. LaBella Associates provides environmental services for the closed landfill located off Industrial Park Road to ensure

compliance with the Department of Environmental Quality (DEQ). To maintain the requirements of a closed landfill, LaBella's contract needs to be renewed every year. After a brief discussion, the Town Manager advised groundwater monitoring and other testing is required until certain requirements are met. The LaBella contract is the best solution currently and is a budgeted item.

DISCUSS AND APPROVE PROPOSAL FROM HURT & PROFFITT

Mrs. Amos made a motion to authorize the Town Manager to sign the proposal from Hurt & Proffitt for an Asset Management Plan using ARPA funds, seconded by Mr. Hardy, and with a recorded vote of Council members Dwyer, Pairet, Yoelin "aye", Hunter, Hardy, Amos, and Reid voting "yes", the motion passed.

BACKGROUND: The Town Manager reported on the first phase of a proposed Asset Management Plan which would evaluate the existing water/sewer and pump station infrastructure owned by the Town. Any potential funding from the Virginia Department of Health will be sought before ARPA funds are used. Before a next phase is considered, approval will be requested from Council.

DISCUSSION: VACANT BUILDING OFFICIAL POSITION

The Town Manager reported on the recent vacancy of the new Building Official. A discussion was initiated as to whether there is a need to keep someone on staff in this capacity. As shared resources have been talked about in the council retreats and in conversations with the County Administrator, a suggestion was made for Council's consideration for Phillip Moore to continue as he has for the last two years, providing services to the Town of Farmville on Tuesdays and Thursdays. It was noted Mr. Moore previously was employed as the Building Official for the Town of Farmville, however, left his position to work for Prince Edward County. The Town would compensate the County for Mr. Moore's time. The discussion continued with several inquiries being made from Council members:

- as to the specific days and the services to be provided,
- pros and cons of filling the position,
- the reason for Mr. Moore leaving the Town's employment and the need to revisit the salaries in these positions,
- enter into an agreement with Prince Edward County until a qualified applicant is hired,
- consideration of a shared inspector position,
- look into possible resource opportunity of an internship program with the local colleges.

Council members reported being in agreement to continue using shared resources with Prince Edward County for Building Official Phillip Moore to provide services two days a week until the Town's vacant position is filled.

DISCUSSION: UPDATED FARMVILLE AREA BUS DRUG AND ALCOHOL POLICY

The Town Manager reported the updated policy is for Council's review and approval. The topic will be on the May 10, 2023 Regular Council Meeting agenda. There is an annual requirement for an updated policy to meet federal and state guidelines for funding.

DISCUSSION: PLANNED UNIT DEVELOPMENT

Mayor Vincent began the discussion by mentioning a planned unit development (PUD) ordinance is a zoning amendment because there is an issue and need for affordable housing. Noted were some reasons for a PUD at this time as there is the search for more tools to help with more diverse housing. Citizens have routinely asked for more affordable and diverse housing, more green space, trails, bike-friendly roads and for Farmville to be more pedestrian-friendly with more amenities and grocery stores. Another reason noted for a planned unit development is incremental growth to attract diverse business opportunities. Also noted was that not all PUDs are adopted through comprehensive plans but through specific projects. Mayor Vincent expressed the need to have a discussion about proposed ordinance policy. The Town's newly adopted Mission and Vision statements were mentioned. Wording from the Comprehensive Plan was referenced.

Mr. Dwyer provided comments on several items:

- Feels additional housing is needed and agrees generally that townhouses/condos would be a great addition,
- Feels there is a shortage for decent affordable housing and rentals for lower income families,
- Questions whether R1 is suitable for multifamily usage. A description of R1 was noted.
- Look at possible changes to R2 and R3 which could help meet the needs for different types of housing and potential retail.

Town Manager advised part of his and staff's job is to work with individuals who want to develop in the Town of Farmville, and to determine how and if a project is achievable. Several documents adopted by Town Council assist in this work of which one is the Comprehensive Plan.

Some items mentioned from the Comprehensive Plan included responses identified from community workshops held:

- One of the weaknesses that was identified by people in the community was housing choice and affordability,
- Three major themes were growth and development, transportation and community character, and quality of life,
- Established and historic neighborhoods should be protected from growth, while new development should be welcomed in specific areas.

Community survey responses were reviewed. The Town Manager continued, noting several items and that the Comprehensive Plan is a dynamic document, evolving and changing to reflect the needs of the community. Reference was made to the newly approved 2023 Strategic Plan and Action Work Plan, new Mission statement and listed Values. Town Manager emphasized the point he was trying to make is that a form of planned unit development is in the best interest for Farmville to obtain affordable housing and economic development.

Council members continued the discussion which included some examples of potential PUDS being described and what housing is considered as affordable. Areas with housing already approved but not yet developed were mentioned. Questions were also raised about other localities and their usage of planned unit developments. There was consensus that Council members should do their research on the topic and have answers to their questions before bringing the topic back for discussion which would impact the Work Plan's delivery date of July 2023 for draft language.

COMMENTS BY THE TOWN MANAGER AND STAFF

No additional comments were offered.

OTHER MATTERS THAT MAY COME BEFORE THE COUNCIL

There being no other business and on a motion by Mr. Hunter, seconded by Mr. Dwyer, with all in favor stating "aye", the meeting adjourned at 8:04 PM.

APPROVED:

ATTEST:

Brian R. Vincent, Mayor

Mary H. McKay, Clerk of Council

REGULAR MEETING OF THE FARMVILLE TOWN COUNCIL
HELD ON MAY 10, 2023

At the regular meeting of the Farmville Town Council held on Wednesday, May 10, 2023, at 7:00 PM, in the Council Chamber of the Town Hall, located at 116 North Main Street, Farmville, Virginia, there were present: Mayor Brian R. Vincent, presiding, and Council members Sallie Amos, A.D. “Chuckie” Reid, Dan Dwyer, Adam Yoelin, Donald Hunter and John Hardy.

Staff present were Town Manager C. Scott Davis, Town Attorney Gary Elder, Chief of Police Andy Ellington, Finance Director Julie Moore, Interim Community Development Director and IT Support Ashley Atkins-Austin, Public Works Director Robin Atkins, Fire Chief Daniel Clark, and Clerk of Council Mary McKay.

Mayor Vincent called the meeting to order and welcomed all guests.

The Lord’s Prayer was recited, followed by the Pledge of Allegiance led by Vice-Mayor Reid.

The Clerk called the roll noting Council member Thomas Pairet as absent.

UPDATE BY PRINCE EDWARD COUNTY ADMINISTRATOR – DOUG STANLEY

- Prince Edward County Landfill - The current landfill permit from the Virginia Department of Environment Quality is capped at a maximum of 175 tons of trash allowed per day. A request was made last fall to increase the daily tonnage to 300 tons to avoid the 2-3 days the tonnage nears the limit allowed. It is anticipated the permit will be received within the next 60 days.
- Prince Edward County Emergency Management, in partnership with Buckingham County Emergency Management, hosted a search and rescue training on April 15-16, 2023, at Twin Lakes State Park.
- Route 460/307 Project - There has been recent paving and detours with the remaining paving completed on Route 307 last night.
- Poultry Processing Facility - Local poultry producers in the region are being impacted by the closing of the Tyson chicken processing plant off Staples Mill Road. Inquiries have been made about the potential for a site to replace the closing facility. The county administrators regionally are trying to coordinate some response.
- Courthouse/Cupola - has been repainted with the finials to be replaced in the next week.

- Prince Edward County Industrial Park/Access Road - An update was provided on the access road and waterline work set to be completed before the August 10, 2023 deadline.
- Heartland Innovative Technology (HIT) Park Marketing - The Industrial Development Authority has negotiated a marketing agreement with Rhett Weiss of DEALTEK, Ltd.
- Regional Economic Development Organization (REDO) – Prince Edward County is working with Cumberland, Buckingham, Amelia, and Nottoway on the development of a new local REDO initiative.
- Sandy River/VDH Grant - A \$5 million grant has been submitted to the Virginia Department of Health to help with the project.
- Sandy River/PPEA Comprehensive Agreement - Prince Edward County Board of Supervisors approved a 30-day public comment period.
- HIT Park Infrastructure Design – working with Timmons to complete off-site utility and elevated water storage tank design for the park.
- Rice Convenience Site – the site is being completely revamped and modernized with an anticipated completion date of July 1, 2023.
- Emergency Communications System – Prince Edward County received an \$88,500 State Homeland Security Program grant to help offset the cost of the radio system consultants who are assisting the County with the upgrade.
- Joint Projects – Prince Edward County is looking forward to working with Town staff and Council on several joint projects including Mary E. Branch Center, Emergency Radio Communications System, Joint Dispatch concept and Building Inspections.

PUBLIC HEARING – RESOLUTION NO. 2023-05-01 – AMEND FY2022-2023 BUDGET-ARPA

Town of Farmville
Town Council
PUBLIC HEARING NOTICE

The Farmville Town Council will hold a public hearing beginning at 7:00 PM, on Wednesday, May 10, 2023, in Council Chambers, located on the second floor of the Town Hall, 116 North Main Street, Farmville, Virginia to hear citizen comments on the following:

Resolution No. 2023-05-01 - To amend the Town Budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023 in a total amount of \$26,826,061.32. To record revenue and expenditures related to the use of American Rescue Plan Act for the FY 2022-2023 Budget in the aggregate amount of

\$1,786,514.74.

- ARPA revenue and expenditure for the Splashpad - \$623,321.74
- ARPA revenue and expenditure for the New Fire Truck - \$937,250.00
- ARPA revenue and expenditure for the Pistagrit - \$225,943.00

The Farmville Town Council will consider the request for the budget amendment following the public hearing. Any person(s) wishing to comment on the above matter should plan to attend this meeting or submit written comments. If you do not feel comfortable attending the meeting, you can participate by contacting the Clerk of Council's office and ask to participate in the public hearing by phone. Once a person has formally made this request, they will be provided a conference call number. Please send your requests to Mary McKay at mmckay@farmvilleva.com or by calling (434) 392-9465 by 5:00 PM on Wednesday, May 10, 2023.

Questions and comments related to this public hearing may be directed to the Town Manager's Office, 116 North Main Street, PO Drawer 368, Farmville, Virginia, 23901 or by calling (434) 392-5686, between the hours of 8:00 AM and 5:00 PM, Monday through Friday.

It is the intent of the Town to comply with the Americans with Disabilities Act. Should you need special accommodation, please contact C. Scott Davis, LP.D., Town Manager, at (434) 392-5686, prior to the meeting.

With no one signed up or wishing to speak, the Public Hearing was closed.

PUBLIC HEARING – RESOLUTION NO. 2023-05-02 – FY2023-2024 TOWN BUDGET

Public Hearing Notice

The Farmville Town Council will hold a public hearing at 7:00 PM on Wednesday, May 10, 2023, in the Council Chamber of the Town Hall located at 116 North Main Street, Farmville, VA. The purpose of the public hearing is to hear citizen comments on the following matters:

- **Adoption of Resolution No. 2023-05-02, FY 2023-2024 Town Budget**

**TOWN OF FARMVILLE, VA
BUDGET SUMMARY
FISCAL YEAR 2023-2024**

Fund	Revenue	Expenditures
10 General Fund	14,390,195.56	14,390,195.56
15 Street Maintenance Fund	1,886,000.00	1,886,000.00

40 Water Fund	3,827,893.24	3,827,893.24
42 Sewer Fund	2,727,921.66	2,727,921.66
44 Transportation Fund	1,164,852.26	1,164,852.26
45 Airport Fund	<u>1,281,949.23</u>	<u>1,281,949.23</u>
Total	25,278,811.95	25,278,811.95

The above budget includes a real estate tax rate of \$0.13 cents per \$100.00 of assessed value, a personal property tax rate (business only) of \$1.50 per \$100.00 of assessed value, a \$0.27 cent per pack cigarette tax rate, and a 7 percent tax rate on amount paid for meals and lodging within the Town of Farmville limits.

- **Adoption of Resolution No. 2023-05-03, Capital Improvement Plan**

Citizens are encouraged to participate in this public hearing. Any person(s) wishing to comment on the above matter should plan to attend this meeting or submit written comments. If you do not feel comfortable attending the meeting, you can participate by contacting the Clerk of Council's office and ask to participate in the public hearing by phone. Once a person has formally made this request, they will be provided a conference call number. Please send your requests to Mary McKay at mmckay@farmvilleva.com or by calling (434) 392-9465 by 5:00 PM on Wednesday, May 10, 2023.

Questions and comments regarding the proposed budget may be directed to the Town Manager's Office, 116 North Main Street, PO Drawer 368, Farmville, Virginia, 23901 or by calling (434) 392-5686, between the hours of 8:00 AM and 5:00 PM, Monday through Friday. It is the intent of the Town to comply with the Americans with Disabilities Act. Should you need special accommodation, please contact C. Scott Davis, LP.D., Town Manager, at (434) 392-5686, prior to the meeting.

With no one signed up or wishing to speak, the Public Hearing was closed.

PUBLIC HEARING – RESOLUTION NO. 2023-05-03 – CAPITAL IMPROVEMENT PLAN

With no one signed up or wishing to speak, the Public Hearing was closed.

PUBLIC COMMENT PERIOD

Jacob Romaine was present and addressed the Council on the topic of Planned Unit Development/Affordable Housing. Mr. Romaine spoke as the managing partner of the Farmville Affordable Housing Alliance. Some points noted were:

- Farmville Affordable Housing Alliance is committed to providing non-vouchered housing for Farmville's median income population,

- No special zoning requirements are needed, and Farmville Affordable Housing Alliance does not support special zoning requirements for one group,
- Farmville Affordable Housing Alliance does not need the Town of Farmville to change any rules to fit their needs and does not rely on subsidies,
- No special ordinance is needed, and their plan places no undue burden on the town or staff.

Mr. Romaine provided figures for new construction in the local area and added the population cannot afford new builds. The cost of new housing has outpaced what the local population earns.

Peter Gur was present and addressed the Council concerning the status of the ramp between East Third Street and Hwy. 460 West, that involves travel between Farmville and Lynchburg where the travelers don't need to pass through downtown.

Rhett Weiss addressed the Town Council to offer compliments of the Farmville Citizens Police Academy. Mr. Reiss recently graduated from the program which he stated was extremely well organized and executed. A donation was made to Chief Andy Ellington to help offset costs for his attendance.

REQUEST APPROVAL OF THE CONSENT AGENDA

On motion by Mr. Hunter, seconded by Mrs. Amos, and with all Council members voting "aye", the consent agenda was approved as presented. The consent agenda includes the draft minutes of the April 5, 2023 Work Session and the April 12, 2023 Regular Council meeting.

REQUEST APPROVAL OF THE FINANCE REPORT

On motion by Mr. Reid, seconded by Mr. Dwyer, and with all Council members voting "aye", the finance report was approved as presented.

BACKGROUND: A verbal report was provided by Finance Director Julie Moore. The golf proceeds were moved to the Virginia Investment Pool (VIP) account last month. Some unrestricted funds (Water/Sewer Funds) and some restricted funds (General Fund/E911 Wireless) were also moved to the VIP Account in April. From the three amounts that were moved over, there was \$9,333.09 earned and \$1,728.89 on the golf proceeds. For April, a total of \$11,061.98 was earned at VIP. For April, a total of \$37,084.27 was earned from the money placed with the Local Government Investment Pool (LGIP), for a total earned of \$259,816.63 since investing at LGIP.

REQUEST ADOPTION OF ORDINANCE NO. 222 – VACATE ALLEY BETWEEN 500 AND 600 BLOCK OF SOUTH VIRGINIA STREET AND SOUTH BRIDGE STREET

On motion by Mr. Hunter, seconded by Mr. Hardy, and with a recorded vote of Council members Reid, Dwyer, Yoelin, Hunter, Hardy, and Amos voting “yes”, the motion was approved to adopt Ordinance No. 222 – Vacate alley between 500 and 600 block of South Virginia Street and South Bridge Street.

BACKGROUND: The proposed ordinance relates to Resolution 2021-12-04 which was approved already by Council on December 8, 2021, for an alley abandonment located between the 500 and 600 block of South Virginia Street and South Bridge Street. A Public Hearing was previously held on December 8, 2021. It was determined the alley abandonment approval should be in the form of an ordinance instead of a resolution.

ORDINANCE NO. 222

To vacate an alley situated between the 500 and 600 block of South Virginia Street and South Bridge Street and to authorize conveyance of such property equally to each adjoining property.

WHEREAS, Town Council is granted authority pursuant to Virginia Code Section 15.2-2006 and the Town of Farmville Town Charter to vacate and convey public rights-of-way; and

WHEREAS, this vacation was requested by a property owner whose property adjoins this alley; and

WHEREAS, the attached exhibit shows the alley to be vacated; and

WHEREAS, Town Council properly advertised a public hearing on the matter and sent notices to each property owner being affected and held the aforementioned public hearing;

NOW THEREFORE, BE IT RESOLVED BY THE FARMVILLE TOWN COUNCIL:

1. That the alley situated between the 500 and 600 block of South Virginia Street and South Bridge Street be and hereby is vacated to the adjoining landowners.
2. That the conveyance of the abandoned property by deed shall be permitted if requested by the affected landowner(s).

Approved:

Mayor

Attest: _____
Clerk of Council

I certify that the above ordinance was:

Adopted on _____

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable A.D. “Chuckie” Reid: _____

The Honorable Sallie O. Amos _____

The Honorable Daniel E. Dwyer _____

The Honorable Tommy Pairt _____

The Honorable John Hardy _____

The Honorable Donald L. Hunter _____

The Honorable Adam Yoelin _____

**REQUEST ADOPTION OF ORDINANCE NO. 223 – VACATE ALLEY BETWEEN 800
BLOCK OF FIRST AVENUE AND 800 BLOCK OF HILL STREET**

On motion by Mr. Hardy, seconded by Mr. Reid, and with a recorded vote of Council members Dwyer, Yoelin, Hunter, Hardy, Amos, and Reid voting “yes”, the motion was approved to adopt Ordinance No. 223 – Vacate alley between 800 block of First Avenue and 800 block of Hill Street.

BACKGROUND: The proposed ordinance relates to Resolution 2021-12-05 which was approved already by Council on December 8, 2021, for an alley abandonment located between the 800 block of First Avenue and 800 block of Hill Street. A Public Hearing was previously held on December 8, 2021. It was determined the alley abandonment approval should be in the form of an ordinance instead of a resolution.

ORDINANCE NO. 223

To vacate an alley situated between the 800 block of First Avenue and 800 block of Hill Street and to authorize the conveyance of such property equally to each adjoining property.

WHEREAS, Town Council is granted authority pursuant to Virginia Code Section 15.2-2006 and the Town of Farmville Charter to vacate and convey public rights-of-way; and

WHEREAS, this vacation was requested by a property owner whose property adjoins this alley; and

WHEREAS, the attached exhibit shows the specific location of the alley to be vacated; and

WHEREAS, Town Council properly advertised a public hearing on the matter, sent notices to each property owner being effected and held the aforementioned public hearing;

NOW THEREFORE, BE IT RESOLVED BY THE FARMVILLE TOWN COUNCIL:

1. That the alley situated between the 800 block of First Avenue and 800 block of Hill Street be and hereby is vacated by the Town of Farmville.
2. That the conveyance of the abandoned property by deed shall be permitted if requested by the affected landowner(s).

Approved:

Mayor

Attest: _____
Clerk of Council

I certify that the above ordinance was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable A.D. "Chuckie" Reid: _____

The Honorable Sallie O. Amos: _____

The Honorable Daniel E. Dwyer _____

The Honorable Tommy Pairer _____

The Honorable John Hardy _____

The Honorable Donald L. Hunter _____

The Honorable Adam Yoelin _____

REQUEST ADOPTION OF RESOLUTION NO. 2023-05-01 – AMEND FY2022-2023

BUDGET – ARPA

On motion by Mr. Dwyer, seconded by Mr. Yoelin, and with a recorded vote of Council members Yoelin, Hunter, Hardy, Amos, Reid, and Dwyer voting “yes”, the motion was approved to adopt Resolution No. 2023-05-01 – Amend FY2022-2023 Budget – ARPA.

BACKGROUND: A Public Hearing was held earlier this evening. The budget needed to be amended to add the revenue and expenditures due to the amounts being over one percent of the original budget.

RESOLUTION #2023-05-01

BUDGET AMENDMENT

To amend the Town Budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023 in a total amount of \$26,826,061.32. To record revenue and expenditures related to the use of American Rescue Plan Act for the FY 2022-2023 Budget in the aggregate amount of \$1,786,514.74.

THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF FARMVILLE:

That additional revenue and expenditure in the amount of \$1,786,514.74 be added to the FY 2022-2023 Budget so that the amended total of the Town of Farmville’s FY 2022-2023 budget shall be \$28,612,576.06; and

BE IT FURTHER RESOLVED THAT \$1,786,514.74 shall be appropriated by the Town of Farmville as follows:

- ARPA revenue and expenditure for the Splashpad - \$623,321.74
- ARPA revenue and expenditure for the New Fire Truck - \$937,250.00
- ARPA revenue and expenditure for the Pistagrit - \$225,943.00

1. That this resolution shall be in full force and effect upon its passage.

Approved:

Mayor

Attest: _____
Clerk of Council

I certify that the above resolution was:

Adopted on: _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable A.D. “Chuckie” Reid: _____.

The Honorable Sallie O. Amos _____.

The Honorable Daniel E. Dwyer _____.

The Honorable Tommy Pairet _____.

The Honorable John Hardy _____.

The Honorable Donald L. Hunter _____.

The Honorable Adam Yoelin _____.

REQUEST APPROVAL OF UPDATED FARMVILLE AREA BUS – DRUG AND ALCOHOL POLICY

Mr. Hunter made a motion to approve the updated Farmville Area Bus-Drug and Alcohol Policy, seconded by Mr. Hardy, and with a recorded vote of Council members Hunter, Hardy, Amos, Reid, Dwyer, and Yoelin voting “yes”, the motion passed.

BACKGROUND: An updated Drug and Alcohol policy (revised 04/27/2023) for the Farmville Area Bus was received from the Virginia Department of Rail and Public Transportation (DRPT) for approval by the governing body. DRPT is renewing all policies to ensure they contain all Federal Transit Administration compliant information.

STAFF REPORTS

Town Manager provided an update and a reminder of upcoming items:

National Police Week - May 14-20

National Peace Officers Memorial – May 15

National Public Works Week - May 21-27

- Installation of the playground equipment at the park beside Farmville-Prince Edward Community Library should begin next Monday, May 15, 2023.
- Colony Construction should begin the annual paving project on May 22, 2023.
- An annual presentation was provided to the Farmville Area Chamber of Commerce and included Prince Edward County Administrator Doug Stanley and Cumberland County Administrator Derek Stamey who also shared updates from their respective budget and CIP projects.
- Spring Cleanup was Monday, May 8, 2023. A breakdown for the overall campaign was provided: 47.2 tons trash, metal was a little over 1 ton, electronics was about ½ ton, oil 53 gallons, for a total of 48.98 tons.
- Reminder of the Employee Spring/Summer Picnic to be held at Wilck's Lake on Wednesday, May 17, 2023, 11:30 AM -2:00 PM.

Mr. Reid reported on complaints received from residents concerning trash receptacles being left out on the street after trash collection is completed. Town Manager requested residents call the town office so the issue can be handled through town code enforcement. Mr. Reid reported on another complaint concerning tall grass in the town and asked if there are any staff handling the issue. Town Manager advised both Interim Community Development Director Ashley Atkins-Austin and Building Official Phillip Moore are addressing the issue. He also noted residents must first receive proper notice of the violation by certified mail. Ms. Atkins-Austin was present to address the Council and reported staff have been throughout town looking for notices of violation. Seven notices have been sent out this week for tall grass and trash on property.

Also representing Habitat for Humanity, Mr. Dwyer recognized staff from North Street Press Club who were in attendance at the meeting, and for their help with the work being done at the Andrews and Parkview Drive location.

Mr. Yoelin thanked Jake Romaine, Rhett Weiss, and Peter Gur for their participation at the meeting.

Mr. Hardy reported on one complaint received concerning a Habitat for Humanity house location where some of the contractors have been parking alongside the curve of the road.

Mayor Vincent provided an overview of his recent activities.

- April 19-21, 2023 – Department of Wildlife Resources board held a retreat at the Breaks Interstate Park in southwest Virginia. (Mayor Vincent serves as a Region 2 Board Member representing the Farmville area.)
- April 22, 2023 – Welcome remarks provided for the Sigma Sigma Sigma 125th anniversary at Longwood University with President Taylor Reveley.
- April 25, 2023 – Participated in an interview with two Prince Edward County High School students on local government issues.
- April 27, 2023 - Attended the Rotary Club's Taste of Farmville event and the Citizens Police Academy.
- May 2, 2023 – Participated in an interview on WFLO Radio Call Flo program recapping some of the issues recently before Council. Attended meeting concerning the Ukraine Day event scheduled at the Moton Museum on Saturday, May 13, 2023.
- May 3, 2023 – Attended planning meeting for the July 3rd Fireworks After Dark event.
- May 8, 2023 – Attended meeting at the Moton Museum with Vice-Mayor Reid to visit with students in the Brock Experience program at Longwood University.
- Invitation received recently to become a member of the Virginia Municipal League's Legislative Committee.

COMMENTS BY THE MAYOR AND MEMBERS OF TOWN COUNCIL

Mr. Hunter made a motion to adjourn, seconded by Mr. Dwyer, and with all Council members stating “aye”, the meeting adjourned at 7:40 PM.

APPROVED:

ATTEST:

Brian R. Vincent, Mayor

Mary H. McKay, Clerk of Council

SPECIAL MEETING OF THE FARMVILLE TOWN COUNCIL
HELD ON MAY 22, 2023

At the special meeting of the Farmville Town Council held on Monday, May 22, 2023, at 12:00 PM, in the Council Chamber of the Town Hall, located at 116 North Main Street, Farmville, Virginia, there were present: Mayor Brian R. Vincent, presiding, and Council members Sallie Amos, A.D. “Chuckie” Reid, Dan Dwyer, Tommy Pairet, Adam Yoelin, and John Hardy.

Staff present were Town Manager C. Scott Davis, Chief of Police Andy Ellington, Deputy Police Chief and Captain William Hogan, Finance Director Julie Moore, Interim Community Development Director and IT Support Ashley Atkins-Austin, and Clerk of Council Mary McKay.

Mayor Vincent called the special meeting to order.

**NOTICE OF SPECIAL MEETING
OF THE FARMVILLE TOWN COUNCIL**

CALLED BY THE HONORABLE BRIAN R. VINCENT, MAYOR

PLEASE TAKE NOTICE THAT, IN ACCORDANCE WITH VA CODE §15.2-1418, ON MONDAY, MAY 22, 2023, AT 12:00 PM, A SPECIAL MEETING OF THE FARMVILLE TOWN COUNCIL WILL BE HELD IN THE COUNCIL CHAMBERS AT THE TOWN HALL, 116 NORTH MAIN STREET, FARMVILLE, VA, FOR THE PURPOSE OF ADOPTION OF RESOLUTION NO. 2023-05-02, FY2023-2024 TOWN BUDGET, RESOLUTION NO. 2023-05-03 CAPITAL IMPROVEMENT PLAN, AND RESOLUTION NO. 2023-05-04 CLASSIFICATION AND COMPENSATION PLAN.

NOTICE GIVEN BY MARY MCKAY, TOWN CLERK.

The Clerk called the roll noting Council member Donald Hunter as absent.

REQUEST ADOPTION OF RESOLUTION NO. 2023-05-02 – FY2023-2024 TOWN BUDGET

On motion by Mr. Pairet, seconded by Mr. Dwyer, and with a recorded vote of Council members Amos, Reid, Dwyer, Pairet, Yoelin “aye”, and Hardy voting “yes”, the motion was approved to adopt Resolution No. 2023-05-02 - FY2023-2024 Town Budget.

BACKGROUND: A Public Hearing was held on proposed Resolution No. 2023-05-02 - FY2023-2024 Town Budget at the Regular Council Meeting on May 10, 2023. The 2023-2024 Town Budget includes a real estate tax rate of .13 cents per \$100.00 of assessed value, a personal property tax rate (business only) of \$1.50 per \$100.00 of assessed value, a .27 cent per pack cigarette tax

rate, and a 7 percent tax rate on amount paid for meals and lodging within the Town of Farmville limits.

Resolution #2023-05-02

Approving the Town of Farmville Fiscal Year 2023-2024 Proposed Budget

WHEREAS, the Town Council has held the required public hearing on the Town of Farmville Fiscal Year 2023-2024 Proposed Budget; and

WHEREAS, the Town Council has thoroughly reviewed and discussed such Budget;
NOW THEREFORE,

BE IT RESOLVED BY THE TOWN OF FARMVILLE TOWN COUNCIL:

1. The Town of Farmville Fiscal Year 2023-2024 Proposed Budget is hereby approved and adopted.
2. This resolution shall be in full force and effect on July 1, 2023.

Approved:

Mayor

Attest: _____
Clerk of Council

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable A.D. “Chuckie” Reid: _____.

The Honorable Sallie O. Amos _____.

The Honorable Daniel E. Dwyer _____.

The Honorable Tommy Pairet _____.

The Honorable John Hardy _____.

The Honorable Donald L. Hunter _____.

The Honorable Adam Yoelin _____.

REQUEST ADOPTION OF RESOLUTION NO. 2023-05-03 – CAPITAL IMPROVEMENT PLAN

A motion was made by Mr. Hardy, seconded by Mr. Reid, to adopt Resolution No. 2023-05-03- Capital Improvement Plan, and with a recorded vote of Council members Reid, Dwyer, Pairet, Yoelin “aye”, Hardy, and Amos voting “yes”, the motion passed.

BACKGROUND: A Public Hearing was held on the proposed Resolution No. 2023-05-03-Capital Improvement Plan at the Regular Council Meeting on May 10, 2023.

Resolution #2023-05-03

Approving the Town of Farmville Fiscal Year 2024-2028 Capital Improvement Plan

WHEREAS, the Town Council has considered the proposed Town of Farmville Fiscal Years 2024-2028 Capital Improvement Plan, describing and defining projected capital expenditures for all Town departments for the next five years; NOW THEREFORE,

BE IT RESOLVED BY THE TOWN OF FARMVILLE TOWN COUNCIL:

3. The Town of Farmville Fiscal Years 2024-2028 Capital Improvement Plan is hereby approved.
4. This resolution shall be in full force and effect on July 1, 2023.

Approved:

Mayor

Attest: _____
Clerk of Council

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable A.D. “Chuckie” Reid: _____.

The Honorable Sallie O. Amos _____.

The Honorable Daniel E. Dwyer _____.

The Honorable Tommy Pairet _____.

The Honorable John Hardy _____.

The Honorable Donald L. Hunter _____.

The Honorable Adam Yoelin _____.

**REQUEST ADOPTION OF RESOLUTION NO. 2023-05-04 – CLASSIFICATION AND
COMPENSATION PLAN**

A motion was made by Mr. Yoelin, seconded by Mr. Hardy, to adopt Resolution No. 2023-05-04-Classification and Compensation Plan, and with a recorded vote of Council members Dwyer, Pairet, and Yoelin voting “aye”, and Hardy, Amos, and Reid voting “yes”, the motion passed.

Resolution #2023-05-04

**Approving the Town of Farmville Classification and Compensation Plan for Fiscal Year
2023-2024**

WHEREAS, the Town Council has considered the Classification and Compensation Plan that provides for adjustments in ranges of the Plan to be consistent with salary increases for the fiscal year; NOW THEREFORE,

BE IT RESOLVED BY THE TOWN OF FARMVILLE TOWN COUNCIL:

5. The Town of Farmville Classification and Compensation Plan for Fiscal Year 2023-2024 is hereby approved.
6. This resolution shall be in full force and effect on July 1, 2023.

Approved:

Mayor

Attest: _____
Clerk of Council

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable A.D. “Chuckie” Reid: _____.

The Honorable Sallie O. Amos _____.

The Honorable Daniel E. Dwyer _____.

The Honorable Tommy Pairet _____.

The Honorable John Hardy _____.

The Honorable Donald L. Hunter _____.

The Honorable Adam Yoelin _____.

Mr. Reid made a motion to adjourn, seconded by Mr. Dwyer, and with all Council members stating “aye”, the meeting adjourned at 12:04 PM.

APPROVED:

ATTEST:

Brian R. Vincent, Mayor

Mary H. McKay, Clerk of Council

SPECIAL COUNCIL MEETING OF THE FARMVILLE TOWN COUNCIL
HELD ON MAY 23, 2023

A special meeting was called of the Farmville Town Council held on Tuesday, May 23, 2023, at 5:30 PM in the Emergency Operations Center (EOC) of the Town Hall, located at 116 North Main Street, Farmville, Virginia.

Mayor Vincent called the Farmville Town Council special meeting to order.

**NOTICE OF SPECIAL MEETING
OF THE FARMVILLE TOWN COUNCIL**

CALLED BY THE HONORABLE BRIAN R. VINCENT, MAYOR

PLEASE TAKE NOTICE THAT, IN ACCORDANCE WITH VA CODE §15.2-1418, ON TUESDAY, MAY 23, 2023, AT 5:30 PM, A SPECIAL MEETING OF THE FARMVILLE TOWN COUNCIL WILL BE HELD IN THE EMERGENCY OPERATIONS CENTER AT THE TOWN HALL, SECOND FLOOR, 116 NORTH MAIN STREET, FARMVILLE, VA, FOR THE PURPOSE OF MEETING JOINTLY WITH THE PRINCE EDWARD COUNTY BOARD OF SUPERVISORS TO DISCUSS ITEMS OF MUTUAL INTEREST TO THE TOWN AND THE COUNTY.

NOTICE GIVEN BY MARY MCKAY, TOWN CLERK.

The Clerk called the roll. There were present Mayor Brian Vincent, presiding, and Council members Sallie Amos, A.D. “Chuckie” Reid, Tommy Pairet, Adam Yoelin, and John Hardy. Council members Dan Dwyer and Donald Hunter were noted as absent, however entered the meeting at 5:35 PM and 5:52 PM, respectively.

Staff present on behalf of the Town of Farmville were Town Manager Scott Davis, and Mary McKay, Clerk of Council.

Prince Edward County Supervisor Jerry Townsend offered the invocation followed by the Pledge of Allegiance led by Vice-Mayor A.D. “Chuckie” Reid.

2025 COUNTY REASSESSMENT

Prince Edward County Administrator Doug Stanley provided an update:

- Last reassessment was completed in 2021.
- Prince Edward County has since changed from a six-year to a four-year reassessment cycle.
- Wampler-Eanes Appraisal Group, Ltd. was awarded the new contract for approximately \$325,000. The County will be paying \$22.95 per parcel, which will include a complete walk-around of every property appraised and will include updated digital photographs.
- The appraisal process is scheduled for July 1, 2023 - December 31, 2024, with the new assessment to go into effect on January 1, 2025.

JOINT BUILDING INSPECTIONS CONCEPT

Town Manager Scott Davis provided an update from a discussion held at a recent Council meeting. Having worked previously for the Town for years before taking employment with Prince Edward County, Building Official Phillip Moore is already familiar with the Town's procedures. Two days per week is sufficient time to complete inspections for the Town without any local code enforcement duties that a Building Official's training does not involve. A part-time employee could be hired to monitor code violations such as tall grass, disabled vehicles, and trash in yards.

Prince Edward County Administrator Doug Stanley mentioned since being employed with the County, Mr. Moore has been assisting with training Town staff on Tuesdays and Thursdays. If the Board and Council wish to move forward, a Memorandum of Understanding can be created to cover 40% of Mr. Moore's time. Mr. Stanley also mentioned the County is looking at a new software package for building inspections where citizens and contractors can go online to apply for building permits.

Building Official Phillip Moore mentioned some redundancy in processing inspection paperwork and the software technology will allow for more efficiency. It was mentioned there is property maintenance under the building code for unsafe housing that will need to be addressed. There have been emergency inspections completed.

Council member Donald Hunter made an inquiry about possible internships with the colleges. Mr. Moore noted possible Code Officials courses to follow up on.

SANDY RIVER WATER PROJECT UPDATE

Doug Stanley noted Prince Edward County has been looking at the Sandy River Reservoir as a potential water source for the community and provided an update on the project.

- In May 2022, the Virginia Department of General Services and Prince Edward County executed a Memorandum of Understanding to work collaboratively for a solution for an

adequate water supply for state facilities in Nottoway County, including Nottoway Correctional Center, Piedmont Geriatric Hospital, and the Virginia Center for Behavioral Rehabilitation.

- In August 2022, the Board approved an interim PPEA agreement with Prince Edward County for construction of a facility and pipeline at the Prince Edward-Nottoway line.

EMERGENCY COMMUNICATIONS SYSTEM PROJECT/JOINT DISPATCH CONCEPT

Deputy Emergency Management Coordinator Trey Pyle provided a PowerPoint presentation on a Regional Public Safety Radio System project. An overview was provided of the radio system currently in use and its coverage. Current system issues were noted. Mr. Pyle reviewed the benefits of a regional radio system. A discussion was held on the implementation of the project.

A concept for a Regional Communications Center was also discussed. Mr. Pyle noted that with the current system, all 911 calls are received first to the Farmville Communications Center then dispatched to the appropriate department. With a consolidated dispatch concept, there is one center, one voice, one message. A brief discussion was held on a timeframe for implementation and an available grant opportunity was mentioned.

There appeared to be consensus of both groups to continue working on the projects.

PRINCE EDWARD COUNTY LANDFILL – PERMITTING AND UPGRADES

Doug Stanley provided an update:

- A request was made last fall to increase the daily limit set by the Department of Environment Quality from 175 tons to 300 tons of trash allowed per day at the landfill. There have been times the tonnage has reached near the maximum allowed. The limit was moved from 100 to 175 tons two years ago. To cover the current 30-60 day window until the 300 ton permit approval is received, a request for emergency approval was made last week.
- Construction of the next cell of the landfill is needed to accommodate the trash being received. It is hoped the 18-month process will begin summer 2023, to ensure the County has the ability to keep accepting waste for the foreseeable future. The Board and Property Committee are looking at plans for expansion beyond the current landfill cells.

FIRE AND EMS FUNDING

Trey Pyle provided a PowerPoint presentation on Public Safety Funding for Prince Edward County. A detailed review was provided of the funded agencies within the County and their funding sources - County Funds/Donations, EMS Levy, Fire Programs – Aid to Localities (ATL), and Office of EMS – Four-for-Life.

Scott Davis provided a brief description of funding provided to the Rescue Squad: all vehicle fuel costs (\$22,000 thus far this fiscal year), grounds maintenance around facility, and up to a certain amount for labor costs for vehicle maintenance.

Mayor Vincent opened the floor for questions or any additional items.

- Recognition was made of the student (Antonio Harvey '25) from Prince Edward County School system who was the recipient of the 2023 Barry Goldwater Scholarship and his attendance at Longwood University was noted.
- Doug Stanley provided comments on the recently completed track project and provided a review of the Board's commitment to renovate the Prince Edward Elementary School.
- Comments were made concerning the accountability of the school board and the limited community involvement at a recent community meeting. It was also mentioned that the time and place meetings are held does not encourage community involvement.
- From a request made by Council member Adam Yoelin, Mr. Stanley provided an update on the proposed meat processing plant on Dominion Drive as well as some proposed projects.

Other items were noted:

- An update was provided for the Splash Park.
- Farmville Recreation Department is hosting the 2023 Summer Day Camp beginning next week. Scholarships are available through the Virginia Department of Social Services.
- A suggestion was made for joint meetings to continue with a proposed next meeting date of September, before the Virginia Municipal League Conference is held.
- Mayor Vincent asked for a contact listing to be provided for Council and Board members.
- Vice-Mayor Chuckie Reid asked for an update on the Mary E. Branch building.

Scott Davis advised an application for an Industrial Revitalization Fund (IRF) grant was submitted but was not funded. There is an updated planning study for the building. Melody

Foster with the Commonwealth Regional Council has been asked to continue looking for grant opportunities.

There being no other business, Mr. Hunter made a motion to adjourn, seconded by Mr. Hardy, and with all Council members in favor stating “aye”, followed by the Prince Edward Board of Supervisors adjourning, the meeting adjourned at 7:08 PM.

APPROVED:

Brian R. Vincent, Mayor

ATTEST:

Mary H. McKay, Clerk of Council

DRAFT



Town of Farmville

Agenda Item Summary

MEETING DATE: June 14, 2023

ITEM NUMBER: 8.a. – Finance Report

BACKGROUND: Verbal report by Finance Director Julie Moore.

RECOMMENDATION: Approve the Finance Report as presented.

FISCAL IMPACT:

ATTACHMENTS:

1. Rescue Squad 2022-2023-YTD 5.31.23
2. Rescue Squad 2022-2023-May 2023
3. Variable Revenue Chart - May 2023
4. Finance Report - May 2023

Year-to-Date Costs - Rescue Squad
July - June 2023

6/2/2023

	<u>July</u>	<u>August</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
Labor	126.90	0.00	254.99	1,057.53	348.86	97.33	194.48	517.54	337.66	467.47	715.52	0.00	\$4,118.28
Materials	0.00	0.00	2,078.31	1,462.56	607.14	93.98	2,243.14	1,934.26	441.42	9,723.53	3,805.64	0.00	\$22,389.98
Equipment	310.00	0.00	310.00	0.00	0.00	0.00	0.00	0.00	0.00	310.00	310.00	0.00	\$1,240.00
Fuel	<u>2,749.13</u>	<u>2,737.77</u>	<u>2,620.58</u>	<u>2,197.22</u>	<u>2,037.53</u>	<u>1,115.30</u>	<u>3,130.65</u>	<u>1,692.95</u>	<u>1,836.57</u>	<u>1,885.27</u>	<u>1,950.60</u>	<u>0.00</u>	<u>\$23,953.57</u>
	\$3,186.03	\$2,737.77	\$5,263.88	\$4,717.31	\$2,993.53	\$1,306.61	\$5,568.27	\$4,144.75	\$2,615.65	\$12,386.27	\$6,781.76	\$0.00	\$51,701.83

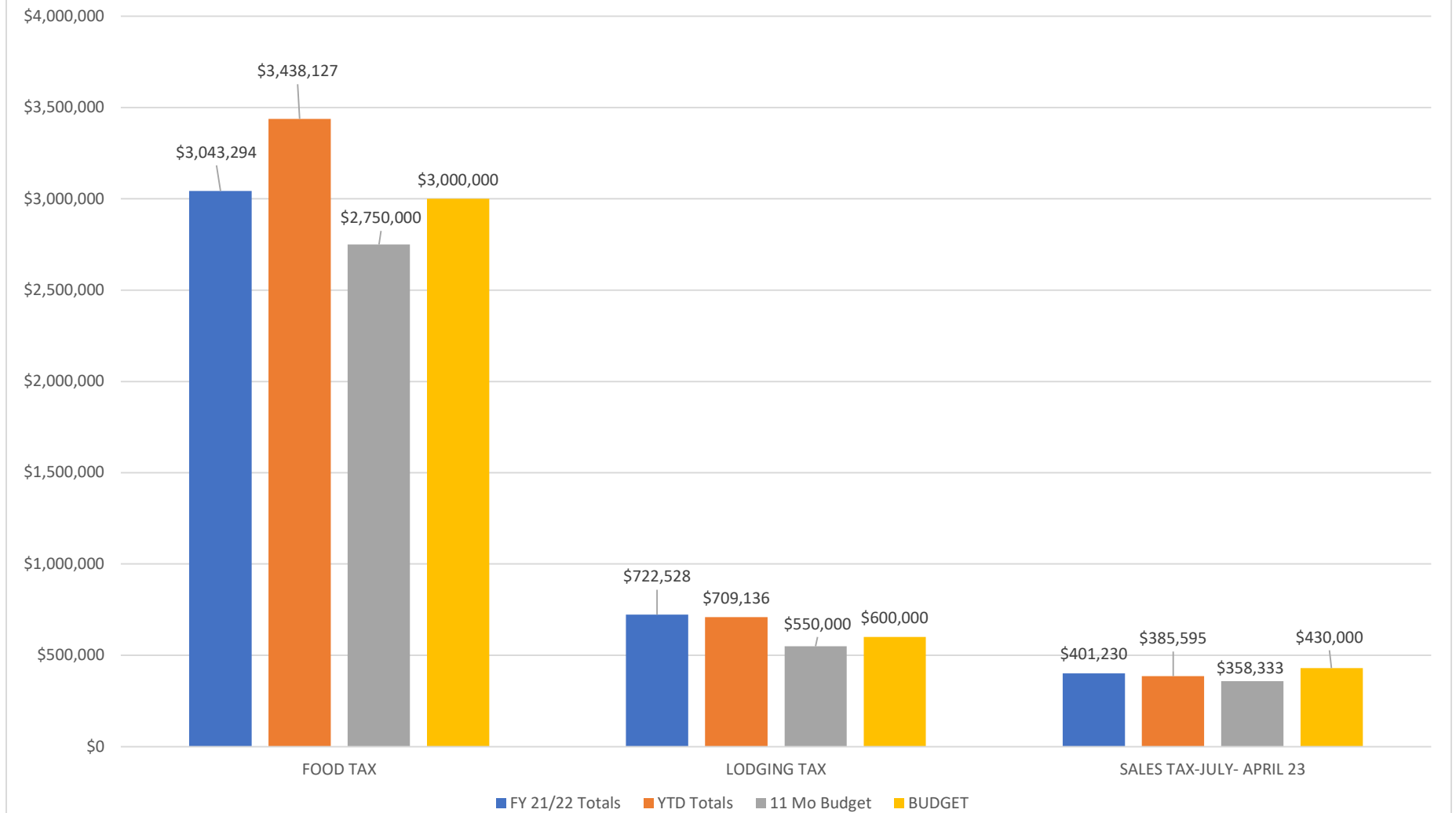
MAY MONTHLY COST-RESCUE SQUAD

2023							
<u>DATE</u>	<u>VEHICLE</u>	<u>DESCRIPTION OF SERVICE</u>	<u>Man</u>	<u>LABOR</u>	<u>MATERIAL</u>	<u>EQUIPMENT</u>	<u>FUEL</u>
			<u>Hours</u>	<u>COST</u>	<u>COST</u>	<u>COST</u>	<u>COST</u>
4-May	Rescue 4	Rescue would not start	17	\$170.76	\$954.78		
8-May	Rescue 13	Change over A/C	1	\$23.74			
8-May	Medic 1	Low brake fluid	3	\$71.22			
17-May	Rescue 12	Change A/C valve, replace heater control valve	9	\$213.65	\$311.25		
16-May	Rescue 12	4 new rear tires	4	\$107.67	\$2,247.92		
24-May	Medic 13	Passenger front tire replacement	2	\$50.98	\$291.69		
11-May		Cut Grass	6	\$77.50		\$310.00	
		Fuel Cost					\$1,950.60

Total Labor Cost	\$715.52
Total Material Cost	\$3,805.64
Total Equipment Cost	\$310.00
Total Fuel Cost	<u>\$1,950.60</u>
Total May	\$6,781.76

<u>YTD Total</u>	\$51,701.83
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Variable Revenue - May 2023



TOWN OF FARMVILLE
FINANCE REPORT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF MAY 2023

FUND NUMBER	FUND TITLE	BALANCE 05/01/2023	NET CHANGE	BALANCE 05/31/2023
<u>UNRESTRICTED FUNDS</u>				
10	GENERAL FUND	\$ 2,670,212.18	\$ 295,427.84	\$ 2,965,640.02
15	ST MAINT FUND	1,048,443.74	(101,486.81)	946,956.93
40	WATER FUND	2,139,918.00	87,653.64	2,227,571.64
42	SEWER FUND	2,751,865.15	119,543.08	2,871,408.23
44	TRANSPORTATION FUND	1,019,105.54	817.94	1,019,923.48
45	AIRPORT FUND	220,864.06	(61,194.97)	159,669.09
TOTAL	UNRESTRICTED FUNDS	9,850,408.67	340,760.72	10,191,169.39
<u>RESTRICTED FUNDS</u>				
10	ARPA-COVID FUNDS	6,658,090.02	(203,383.45)	6,454,706.57
10	ENHANCED 911-WIRELESS	363,911.21	10,118.88	374,030.09
10	E911-RESERVE	132,966.96	16.94	132,983.90
10	SET ASIDE ACCOUNT	1,960,431.56	255,312.44	2,215,744.00
10	E-CITATION	25,097.40	942.48	26,039.88
10	MEDICAL COMPENSATION	287,758.01	36.66	287,794.67
61	PAULETTE FUND	165.34	-	165.34
70	NARCOTICS FUND	9,549.91	1,336.67	10,886.58
70	TASK FORCE	2,146.05	0.27	2,146.32
TOTAL	RESTRICTED FUNDS	9,440,116.46	64,380.89	9,504,497.35
TOTAL ALL FUNDS		\$ 19,290,525.13	\$ 405,141.61	\$ 19,695,666.74

UNRESTRICTED FUNDS - ACCOUNTED FOR AS FOLLOWS:

CHECKING ACCOUNT-BENCHMARK (BANK WIRE)	\$ 0.01
PETTY CASH	2,500.00
PETTY CASH-GOLF COURSE	-
PETTY CASH-RECREATION	-
VIP ACCT - GOLF SALE PROCEEDS	939,087.03
VIP ACCTS - UNRESTRICTED	2,014,455.16
LGIP ACCT - UNRESTRICTED	1,872,979.52
CHECKING ACCT-BENCHMARK-AIRPORT	259,502.75
CHECKING ACCOUNT-BENCHMARK-UNRESTRICTED	5,102,644.92
TOTAL UNRESTRICTED FUNDS	\$ 10,191,169.39

RESTRICTED FUNDS - ACCOUNTED FOR AS FOLLOWS:

INTEREST CHECKING-BENCHMARK-ARPA-COVID FUNDS	\$ -
LGIP ACCT - ARPA -COVID FUNDS	6,454,706.57
MONEY MARKET - BENCHMARK - 911 WIRELESS	71,861.82
VIP ACCT - WIRELESS	302,168.27
INTEREST CHECKING-BENCHMARK-E911 RESERVE	132,983.90
INTEREST CHECKING-BENCHMARK-SET ASIDE ACCOUNT	336,316.28
LGIP ACCT - SET ASIDE ACCOUNT	872,200.14
VIP ACCT - SET ASIDE ACCOUNT	1,007,227.58
INTEREST CHECKING-FARMERS BANK-E-CITATION ACCOUNT	26,039.88
INTEREST CHECKING-BENCHARK-MEDICAL COMPENSATION	287,794.67
PASSBOOK SAVINGS - BENCHMARK - PAULETTE TRUST FUND	165.34
INTEREST CHECKING-BENCHMARK - NARCOTICS FUND-STATE	10,886.58
INTEREST CHECKING-BENCHMARK-TASK FORCE	<u>2,146.32</u>
TOTAL RESTRICTED FUNDS	\$ 9,504,497.35

RESPECTFULLY SUBMITTED:

Julie A. Moore

Julie A. Moore, CPA, CFE, CGFM



Town of Farmville

Agenda Item Summary

MEETING DATE: June 14, 2023

ITEM NUMBER: 9.a. – Request Adoption of Resolution No. 2023-06-01 - to allow for an accessory dwelling unit at 1204 Sixth Avenue

BACKGROUND: This topic was discussed at the June 7, 2023 Work Session. The Planning Commission met on May 17, 2023, and recommended the approval of CUP23-002 to allow for an accessory dwelling unit. The 0.516-acre site is located at 1204 Sixth Avenue on parcel number 0023A12(01)00-046.

A Public Hearing is scheduled for June 14, 2023.

RECOMMENDATION: Adopt Resolution No. 2023-06-01 - to allow for an accessory dwelling unit at 1204 Sixth Avenue

FISCAL IMPACT:

ATTACHMENTS:

1. CUP23-002 Resolution

Resolution # 2023-06-01

To grant a conditional use permit to Jim Rounsevell Architect to allow an accessory dwelling unit at 1204 Sixth Avenue on parcel 0023A12(01)00-046, which is zoned R-1 Low Density Residential.

WHEREAS, Jim Rounsevell on behalf of Robert and Karen Feathers filed an application for a conditional use permit to allow an accessory dwelling unit; and

WHEREAS, the accessory dwelling unit will be located on the 0.516 acre site at 1204 Sixth Avenue on parcel 0023A12(01)00-046, and is zoned R-1 Low Density Residential; and

WHEREAS, accessory dwelling units are an allowed use in this zoning district if granted a conditional use permit; and

WHEREAS, after a public hearing and due consideration, the Planning Commission recommends approval of this conditional use permit; and

WHEREAS, the Town Council finds that the conditional use permit application complies with Town Code Section 29-13.c.;

WHEREAS, upon recommendation of the Planning Commission and after holding a public hearing on this Resolution, the Town Council finds that the public necessity, convenience, general welfare, and good planning and zoning practice allows for this conditional use permit be granted; NOW THEREFORE,

BE IT RESOLVED BY THE TOWN OF FARMVILLE TOWN COUNCIL:

1. The Town of Farmville Town Council grants a conditional use permit to Jim Rounsevell Architect to allow an accessory dwelling unit located at 1204 Sixth Avenue on parcel 0023A12(01)00-046, which is zoned R-1 Low Density Residential.
2. This resolution shall be in full force and effect upon passage.

Approved:

Mayor

Attest: _____
Clerk of Council

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable A.D. "Chuckie" Reid: _____.

The Honorable Sallie O. Amos _____.

The Honorable Daniel E. Dwyer _____.

The Honorable Tommy Pairet _____.

The Honorable John Hardy _____.

The Honorable Donald L. Hunter _____.

The Honorable Adam Yoelin _____.



Town of Farmville

Agenda Item Summary

MEETING DATE: June 14, 2023

ITEM NUMBER: 9.b. – Request Adoption of Resolution No. 2023-06-02 - to allow for an accessory dwelling unit at 801 Milnwood Road

BACKGROUND: This topic was discussed at the June 7, 2023 Work Session. The Planning Commission met on May 17, 2023, and recommended approval of CUP23-003 to allow for an accessory dwelling unit. The 0.573-acre site is located at 801 Milnwood Road on parcel number 0023A14(0A)00-008.

A Public Hearing is scheduled for June 14, 2023.

RECOMMENDATION: Adopt Resolution No. 2023-06-02 - to allow for an accessory dwelling unit at 801 Milnwood Road.

FISCAL IMPACT:

ATTACHMENTS:

1. CUP23-003 Resolution

Resolution # 2023-06-02

To grant a conditional use permit to Jefferson Massicot to allow an accessory dwelling unit at 801 Milnwood Road on parcel 0023A14(0A)00-008, which is zoned R-1 Low Density Residential.

WHEREAS, Jefferson Massicot filed an application for a conditional use permit to allow an accessory dwelling unit; and

WHEREAS, the accessory dwelling unit will be located on the 0.573 acre site at 801 Milnwood Road on parcel 0023A14(0A)00-008, and is zoned R-1 Low Density Residential; and

WHEREAS, accessory dwelling units are an allowed use in this zoning district if granted a conditional use permit; and

WHEREAS, after a public hearing and due consideration, the Planning Commission recommends approval of this conditional use permit; and

WHEREAS, the Town Council finds that the conditional use permit application complies with Town Code Section 29-13.c.;

WHEREAS, upon recommendation of the Planning Commission and after holding a public hearing on this Resolution, the Town Council finds that the public necessity, convenience, general welfare, and good planning and zoning practice allows for this conditional use permit be granted; NOW THEREFORE,

BE IT RESOLVED BY THE TOWN OF FARMVILLE TOWN COUNCIL:

1. The Town of Farmville Town Council grants a conditional use permit to Jefferson Massicot to allow an accessory dwelling unit located at 801 Milnwood Road on parcel 0023A14(0A)00-008, which is zoned R-1 Low Density Residential.
2. This resolution shall be in full force and effect upon passage.

Approved:

Mayor

Attest: _____
Clerk of Council

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable A.D. "Chuckie" Reid: _____.

The Honorable Sallie O. Amos _____.

The Honorable Daniel E. Dwyer _____.

The Honorable Tommy Pairet _____.

The Honorable John Hardy _____.

The Honorable Donald L. Hunter _____.

The Honorable Adam Yoelin _____.



Town of Farmville

Agenda Item Summary

MEETING DATE: June 14, 2023

ITEM NUMBER: 9.c. – Request Adoption of Ordinance No. 224 - renaming of Watkins Street in honor of Rev. James Samuel Williams, Jr. to Williams Way

BACKGROUND: This topic was discussed at the June 7, 2023 Work Session. A Public Hearing is scheduled for June 14, 2023.

RECOMMENDATION: Adopt Ordinance No. 224 - renaming of Watkins Street in honor of Rev. James Samuel Williams, Jr. to Williams Way.

FISCAL IMPACT:

ATTACHMENTS:

1. Ordinance - Renaming Watkins St to Williams Way

ORDINANCE NO. 224

Renaming of Watkins Street in honor of Reverend James Samuel Williams, Jr. to Williams Way

WHEREAS, § 15.2-2019 of the Code of Virginia, as amended, and the Town of Farmville Town Charter allows the governing body of localities to rename streets, roads, and alleys; and

WHEREAS, the Town Council wants to honor a member of the community, Reverend James Samuel Williams, Jr., by renaming the street where he grew up and continues to live today; and

NOW, THEREFORE, BE IT ORDAINED, by the Town Council of the Town of Farmville, Watkins Street will be renamed to Williams Way; and

BE IT FURTHER ORDAINED that this ordinance shall be effective upon passage; and

BE IT FURTHER ORDAINED that this renaming will be official six (6) months from this date, December 14, 2023, to provide current landowners and residents reasonable time to change their mailing address with the United States Postal Service, for the United States Postal Service to prepare for the mailing address changes, and for the Circuit Court Clerk's Office of Prince Edward County to record this name change for any existing site plan(s) and/or subdivision plat(s) recorded as specified in § 15.2-2019 of the Code of Virginia as amended.

Approved: _____
Mayor

Attest: _____
Clerk of Council

I certify that the above ordinance was:

Adopted on its first reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable A.D. "Chuckie" Reid: _____.

The Honorable Sallie O. Amos _____.

The Honorable Daniel E. Dwyer _____.

The Honorable Tommy Pairet _____.

The Honorable Adam Yoelin _____.

The Honorable Donald L. Hunter _____.

The Honorable John Hardy _____.



Town of Farmville

Agenda Item Summary

MEETING DATE: June 14, 2023

ITEM NUMBER: 9.d. – Request Adoption of Resolution No. 2023-06-03 - Farmville Town Council Rules of Procedure

BACKGROUND: This topic was discussed at the June 7, 2023 Work Session.

RECOMMENDATION: Adopt Resolution No. 2023-06-03 - Farmville Town Council Rules of Procedure

FISCAL IMPACT:

ATTACHMENTS:

1. Farmville Town Council Rules of Procedure - Draft 1
2. Resolution #2023-06-03

Town of Farmville Town Council Rules of Procedure

Introduction

These rules of procedure were designed and adopted for the benefit and convenience of the Farmville Town Council. Their purpose is to help Town Council conduct its affairs in a timely and effective manner. The rules of procedure do not create substantive rights for third parties or participants in proceedings before Town Council. Further, Town Council reserves the right to suspend or amend the rules of procedure whenever a majority of Council decides to do so. When Town Council's rules of procedure do not address a procedural issue, Council may consider the most recent edition of *Robert's Rules of Order* for guidance. The failure of Town Council to strictly comply with the rules of procedure shall not invalidate any action of Town Council.

Section 1. Meetings

A. Organizational Meeting

1. The first meeting in January of each year following a Council election shall be known as the organizational meeting.
2. The first business of the Council shall be the election of a Vice Mayor. The Mayor shall call for nominations from the Council. Any council member may place one or more names in nomination and discuss his or her opinions on the qualifications of the nominees. After all nominations have been made, the Mayor shall close the nominating process and open the floor for discussion. After discussion, the Mayor shall call for a vote. The Clerk of Council will perform a roll call vote of each member of Town Council and each member shall name a member nominated for the position. The member with the most votes shall be Vice Mayor for a two-year term.
3. The second item of business shall be the adoption of the Rules of Procedure.
4. The final item of business shall be the adoption of the regular meeting dates, time, and place of these meetings for the year.

B. Regular Meetings

1. The Town Council shall hold regular meetings on the second Wednesday of each month at seven o'clock in the evening (7:00 p.m.); provided, however, that when a day fixed for any regular meeting of the Council falls upon a legal holiday, or other circumstances merit changing the meeting date, such meeting shall be held at the same hour on the first available day thereafter, upon agreement by a majority of Council.
2. All regular meetings of the Council shall be held in the Council Chambers of Town Hall, located in the Town at 116 N. Main Street, or at such other public location within the Commonwealth as agreed upon by a majority of Council, provided that at least three days' notice is given to the public of such a change of meeting place. All reports, resolutions, ordinances, contract documents, or other matters submitted to the Council shall be delivered to the Clerk of Council no

later than 5:00 P.M. of the last Wednesday prior to each regular Council meeting, whereupon the Clerk of Council shall immediately arrange an agenda according to the Order of Business and furnish each member of the Council, the Town Manager, and the Town Attorney with a copy of the documents as far as possible in advance of the meeting. In order for any ordinance or resolution to be acted upon at any regular meeting, a copy must be so furnished by the Clerk; or it must be placed on the agenda by not less than two-thirds of all of the members of Council in the case of an emergency ordinance, or by the unanimous consent of all of the members of Council in the case of other ordinances and resolutions.

C. Work Session Meetings

1. The Town Council will hold work session meetings on the first Wednesday of each month at six o'clock in the evening (6:00 p.m.). This meeting can be cancelled with proper notice to each member of Council.

D. Special Meetings

1. The Mayor or any three members of the council may call special meetings of the council after a written notice to each member of the council, with the purpose of the meeting stated therein, served personally on each member of the council and the Mayor, or left at his usual place of business or residence if he be not found with due diligence, or such meeting may be held at any time, without any service of notice, provided all members of the council attend. No business other than that mentioned in the call shall be considered at such meeting unless all members of the council are present.

E. Closed Meetings

1. A majority of the members of the Council may by a recorded vote hold a closed meeting in compliance with the Virginia Freedom of Information Act. Upon the conclusion of a closed meeting, each member of Council shall certify that, to the best of the member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Act and identified in the motion pursuant to which the closed meeting was convened were heard, discussed or considered. An opportunity shall be given any member who does not intend to so certify to state for the minutes his reasons, after which a roll call vote shall be taken. An affirmative vote shall constitute certification of compliance.

F. Quorum

1. The Mayor and four Council members, or in the absence of the Mayor, five Council members, shall constitute a quorum for the transaction of business.

Section 2. Agenda

A. Order of Business

1. Call to Order
2. Roll Call
3. Invocation

4. Pledge of Allegiance
5. Adoption of Agenda
6. Declaration of Personal Interest
7. Public Hearings
8. Public Comment Period
9. Consent Agenda
10. Finance Report
11. Old Business
12. New Business
13. Town Manager's Report
14. Comments by Mayor and Town Council

B. Priority of Business

1. All questions relating to the priority of business shall be decided by the Mayor¹, after Council members have had a reasonable opportunity to debate the questions.

C. Rules of Debate

1. Mayor May Debate - The Mayor may debate from the Chair subject only to such limitations of debate as are by these rules imposed on all members of Council.
2. Getting the Floor - Every member desiring to speak shall address the Mayor; and upon recognition by the Mayor, shall confine themselves to the question under debate, avoiding all inflammatory, rude, or indecorous language.
3. Interruptions - A member, once recognized, shall not be interrupted when speaking unless it is to call him/her to order, or as herein otherwise provided. If a member, while speaking, is called to order, he/she shall cease speaking until the question of order is determined; and if in order, he/she shall be permitted to proceed.
4. Motions and Seconding - No motion shall be debated or voted on unless it is seconded. When a motion is seconded, it shall be stated by the Mayor before a debate. Prior to the time the Mayor states the motion, it may be withdrawn or modified by the motion's mover without anyone's consent.
5. Privilege of Closing Debate - The Council member moving the adoption of an ordinance or resolution shall have the privilege of closing the debate after affording the other members a reasonable opportunity to comment.
6. Motion to Reconsider - A motion to reconsider any action taken by Council may be made only on the date such action was taken. It may be made either immediately during the same session, or at a recessed or adjourned session thereof. Such motion must be made by one on the prevailing side, but may be seconded by any member, and may be made at any time during the meeting. It shall have precedence over all other motions, and it shall be debatable.
7. Motion to Rescind - Any Council member may make or second a motion to rescind a vote on a previous matter, regardless of how the Council member voted on the previous matter. A motion to rescind shall be in order regardless of when the prior vote occurred. If all Council Members are given at least three days'

¹ Whenever these Rules of Procedure refer to a decision or action to be taken by the Mayor, the word "Mayor" shall include the Vice Mayor or other Council Member serving as Presiding Officer in place of the Mayor.

notice, a motion to rescind shall be adopted if approved by a majority of Council's membership. If such notice is not given, the motion shall be adopted if approved by two-thirds of Council's membership. A motion to rescind shall not be in order in the following situations: (i) when a motion to reconsider would be in order; (ii) when action has been taken as a result of the previous vote that is impossible to undo; and (iii) when a person's resignation has been accepted or a person has been expelled from or elected to an office or membership, and the person knows of the action.

8. Motion to Amend - Any substantive motion properly on the floor may be amended. An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a substitute motion. A motion may be amended no more than twice. Once a motion has been offered to the Council, it is up to the Council to decide whether or not it should be changed by amendment. It is not necessary for the person making the original motion to approve of any proposed amendment to the motion.
9. Substitute Motion - A substitute motion shall be allowed to replace any motion properly on the floor. It shall have precedence over an existing motion and may be discussed prior to being voted on. If the substitute motion fails, the former motion can then be voted on. If the substitute motion passes, the substitute motion replaces the main motion and the new main motion will be considered and acted upon by Council. No more than one (1) substitute motion may be made. If a substitute motion passes and replaces the main motion, no further substitute motions may be made.
10. Withdrawal of Motion - A motion may be withdrawn by the introducer at any time before it is amended or before the presiding officer puts the motion to a vote, whichever occurs first.
11. Motion To Take a Brief Recess - This motion allows the Council to pause briefly in its proceedings. A motion to take a brief recess is in order at any time except when a motion to appeal a procedural ruling of the presiding officer or a motion to adjourn is pending.
12. Motion To Defer Consideration - The Council may defer action on a substantive motion to a more convenient time. The Council may use the following motions to defer consideration of a substantive motion:
 - (i) The motion to "lay on the table" is used to temporarily set aside an item of business to deal with a more urgent item. Once an item of business has been laid on the table, a motion to "take from the table" is needed to bring the item back before the public body for discussion.
 - (ii) The motion to "postpone" delays debate on an item of business so that it may be considered at a later date. An item of business may be "postponed definitely," when it is continued to a definite time or date or "postponed indefinitely" if no future time or date is specified in the motion. A matter that has been postponed to a certain time or day shall be brought up again automatically when that time

arrives. When a matter has been postponed indefinitely it takes an affirmative vote of a majority of the Council to bring the matter back for further discussion. (iii) Section 15.2-2286 of the State Code requires that a zoning petition must be “acted upon” within a “reasonable time,” not exceeding one year. The Council may defer action on a zoning petition for consideration at a more convenient time. However, the Council may not dispose of a zoning petition with a motion to postpone indefinitely.

13. Motion To Adjourn - At a meeting of the Council, a motion to adjourn shall always be in order. The motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. The motion is not debatable and cannot be amended.
14. Decisions on Points of Order - Any Council member may raise a point of order without being recognized by the Mayor. The Mayor may refer any point of order to the Parliamentarian. The Parliamentarian shall advise the Mayor who shall then make a ruling on the point of order. A Council member may appeal the ruling of the Mayor to the full Council which shall decide the matter by majority decision.

D. Duty to Vote

1. Each member of the Council who is present at a meeting shall be required to vote upon all issues presented for decision unless prohibited from doing so by the Virginia Conflict of Interests Act or unless excused from voting by the other members of the Council. A member who wishes to be excused from voting shall state his or her reasons for abstaining and the presiding officer shall ask if any of the remaining members object. If there are any objections, the Council shall take a vote of the remaining members on the question of whether or not to allow the member to abstain from voting.

E. Method of Voting

1. After debate, the Mayor shall ensure that the motion is clear and call for the vote.
2. All questions submitted to the Council shall be determined by a majority vote of the members voting on any such question, unless otherwise required by special or general law. A majority is more than half.
3. An “affirmative vote” by a majority of the Council present being necessary to adopt a motion. The mayor shall not have a vote as other members of the council unless there is a tie but shall have power to veto. The mayor's veto can be overridden by a two-thirds vote of the elected members of the council. If for some reason there is a tie beyond the Mayors vote or the absence of the Mayor, a tie vote means that the motion, resolution or issue has been rejected. When a motion fails on a tie vote, the “noes” prevail.

Section 3. Addressing Council and Decorum

A. Manner of Addressing Council by the Public

1. Any member of the public addressing the Council shall approach the lectern, give his/her name and address in an audible tone of voice for the record, and address the Council as a body rather than speak to any member. Unless further time is

granted by the Council, any member of the public shall address the Council one time for a maximum of three (3) minutes, regardless of the number of issues he desires to discuss. Provided however, that the main proponent of any application, petition, or plan that is the subject of a public hearing shall be allowed to address the Council initially for a maximum of three (3) minutes and later in rebuttal for a maximum of two (2) minutes.

B. Addressing the Council

1. Members of the public must sign up prior to the start of the regular meeting to address the Council under the public comment section, which is intended for comments on non-public hearing matters, and/or for the public hearing section of the agenda.
2. The Mayor will ask the Clerk to provide the names of those wishing to speak. Once the Clerk states the name, the Mayor will acknowledge to the person wishing to speak that they may begin.
3. Once the time limit for the speaker has expired, the Clerk or Mayor will state the speakers time has expired for comment.

C. Decorum

1. By the Public – Any person making impertinent, inflammatory, rude, or slanderous remarks, or who becomes boisterous while addressing the Council, shall be barred forthwith by the Mayor from further audience before the Council. No person in the audience shall cheer, clap, voice comments, or interrupt speakers at the lectern.
2. By Council Members - While Council is in session, the members must preserve order and act appropriately. Moreover, the members shall not by conversation or otherwise delay or interrupt the proceedings or the peace of the Council, disturb any member while speaking, or refuse to obey the orders of the Council or the Mayor, except as otherwise herein provided.
3. The Mayor shall preserve order and decorum at Council meetings. He or she may order the expulsion of any person for violation of these rules, disruptive behavior, or any words or action which incites violence or disorder, subject to appeal to the Council. Any person so expelled shall not be readmitted for the remainder of the meeting from which expelled. Any person who has been so expelled and who at a later meeting again engages in behavior justifying expulsion may also be barred from attendance at future Council meetings for a specified and reasonable period of time not to exceed six months, or upon a still subsequent expulsion a period not to exceed one year either by the Mayor, subject to appeal to the Council, or by motion passed by the Council.

Section 4. Boards, Authorities, Commissions, and Committees

- A. Applicants for boards, authorities, commissions, and committees must submit an application to the Clerk to be considered by Town Council. The Town Council shall appoint members of boards, authorities, commissions, and committees by an affirmative vote by the majority of Council to serve a specified term.

Section 5. General Operating Policy

A. Presiding Officer

1. The Mayor shall preside over all meetings of the Council. The Vice Mayor serves in the absence of the Mayor. In the absence from any meeting the Mayor and Vice Mayor, the Council members present shall choose one of their members as temporary presiding officer.

B. Clerk of Council

1. The Clerk of Council shall be appointed by the Council. He or she shall prepare the agenda for Council meetings, attend all Council meetings, and keep an accurate record of the proceedings.

C. Parliamentarian

1. The Town Attorney shall serve as the Parliamentarian for the purpose of interpreting these Rules of Procedure and the Code of Virginia (1950), as amended, as may be directed by the presiding officer, or as required as a result of a point of order raised by one or more Council members. If the Town Attorney is unavailable, the Town Manager shall serve as the Parliamentarian.

D. Numbering and Indexing of Resolutions and Ordinances

1. It shall be the responsibility of the Clerk to number and index all resolutions and ordinances adopted by the Council.

E. Minutes of Council Meetings

1. The minutes of the Council meetings shall reflect the official acts of the Council. They shall provide a summary of discussion and record Council votes. Minutes shall be considered for approval within a reasonable time after the meeting of record.

F. Broadcasting Council Meetings

1. Regular meetings of the Council will be broadcast live on the Internet. This broadcast is currently available on the Town's Facebook page and YouTube Channel.

Section 6. Amending the Rules of Procedure

These rules may be amended at any regular meeting, or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of an amendment shall require an affirmative vote of four (4) members of the Council.

Section 7. Nonobservance of Rules

The inadvertent failure to strictly observe these Rules or Robert's Rules of Order, Newly Revised (10th Edition) shall not invalidate any action taken by Council unless such failure also results in a significant violation of any applicable statute, ordinance, Charter provision, court decision, or other law.

Resolution #2023-06-03

Approving Rules of Procedure for Farmville Town Council Meetings

WHEREAS, the Town Council has considered the Rules of Procedure for conducting the affairs of the Farmville Town Council Meetings in a timely and effective manner; NOW THEREFORE,

BE IT RESOLVED BY THE TOWN OF FARMVILLE TOWN COUNCIL:

1. The Town of Farmville Town Council Rules of Procedure are hereby approved.
2. This resolution shall be in full force and effect upon its passage.

Approved:

Mayor

Attest: _____
Clerk of Council

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable A.D. "Chuckie" Reid: _____.

The Honorable Sallie O. Amos _____.

The Honorable Daniel E. Dwyer _____.

The Honorable Tommy Pairet _____.

The Honorable John Hardy _____.

The Honorable Donald L. Hunter _____.

The Honorable Adam Yoelin _____.



Town of Farmville

Agenda Item Summary

MEETING DATE: June 14, 2023

ITEM NUMBER: 12.a. – 2.2-3711(A)(1) Personnel - Discussion of performance of the Town Manager

BACKGROUND: Mr. Mayor,

I move that the Farmville Town Council convene in closed meeting pursuant to the Code of Virginia, in accordance with the provisions of paragraph A.1. of Section 2.2-3711, Personnel - for the discussion of performance of the Town Manager.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Farmville Town Council 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 the Farmville Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Farmville Town Council hereby certifies that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Farmville Town Council.

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: None