

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