



Town of Farmville

Town Council

July 12, 2023 at 7:00 PM
Council Chamber of the Town Hall
116 North Main Street, Farmville, VA

AGENDA

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**
 - Public Hearing - Resolution No. 2023-07-01 - to rezone approximately 31 acres from R-1 to R-2 - 300 block of Meriwood Farm Road, Official Zoning Map Amendment, Comprehensive Plan Amendment
 - Public Hearing - Ordinance No. 225 - to provide a gift of \$350,000 to Farmville Industrial Development Authority to provide loan(s) to entities for economic development in the Main Street Corridor
8. **Public Comment Period**
9. **Presentation by ABM Building Solutions LLC**
10. **Consent Agenda**
 - a. Draft Minutes of the 2023-06-07 Work Session and 2023-06-14 Regular Council Meeting
11. **Finance Report**
 - a. June 2023 Finance Report
12. **Old Business**
 - a. Request to Amend ABM Building Solutions LLC contract for more data on water usage
13. **New Business**
 - Request Adoption of Resolution No. 2023-07-01 - to rezone approximately 31 acres from R-1 to R-2 - 300 block of Meriwood Farm Road, Official Zoning Map Amendment, Comprehensive Plan Amendment
 - Request Adoption of Ordinance No. 225 - to provide a gift of \$350,000 to Farmville Industrial Development Authority to provide loan(s) to entities for economic development in the Main Street Corridor
 - Request Adoption of Resolution No. 2023-07-02 - to enter into a capital lease with a bank to purchase vehicles

- d. Request Adoption of Resolution No. 2023-07-03 - Certification from Town Council of not requiring Granite Falls Subdivision to connect to the Town water and sewer systems

14. Town Manager's Report

15. Comments by Mayor and Town Council

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 Pairret

Town of Farmville
Town Council
PUBLIC HEARING NOTICE

The Farmville Town Council will hold a public hearing on Wednesday, July 12, 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 item:

- **Resolution No. 2023-07-01 – to rezone approximately 31 acres from R-1 to R-2. The site is located on the 300 block of Meriwood Farm Road and consists of parcel numbers 0037000(0A)00-060B, 0037000(0A)00-061, and 0037000(0A)00-062.**

Official Zoning Map Amendment

The Zoning Map is being updated to reflect the change resulting from the rezoning.

- **Rezone tax parcel numbers 0037000(0A)00-060B, 0037000(0A)00-061, and 0037000(0A)00-062 from R-1 to R-2.**

Comprehensive Plan Amendment

The Comprehensive Plan Amendment revises the Existing Land Use Map and the Future Land Use Map. The following is a description of the changes:

- **Existing Land Use Map amends tax parcels 0037000(0A)00-060B, 0037000(0A)00-061, and 0037000(0A)00-062 from Vacant/Undeveloped to Residential.**
- **Future Land Use Map amends tax parcels 0037000(0A)00-060B, 0037000(0A)00-061, and 0037000(0A)00-062 from Low Density Residential to Moderate Density Residential.**

The Farmville Town Council will consider the request 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 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, July 12, 2023.

Questions and comments related to the public hearing 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. 2023-07-01
(Rezone approx. 31 acres from R-1 to R-2
300 block of Meriwood Farm Road/ Official Zoning Map
Amendment/Comprehensive Plan Amendment)
July 12, 2023
Guests Sign Up Sheet**

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

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 Pairt

Town of Farmville
Town Council
PUBLIC HEARING NOTICE

The Farmville Town Council will hold a public hearing on Wednesday, July 12, 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 item:

ORDINANCE NO. 225 - TO PROVIDE A GIFT OF \$350,000 TO THE FARMVILLE INDUSTRIAL DEVELOPMENT AUTHORITY TO PROVIDE A LOAN(S) TO ENTITIES FOR ECONOMIC DEVELOPMENT IN THE MAIN STREET CORRIDOR.

The Farmville Town Council will consider the request 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 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, July 12, 2023.

Ordinance No. 225 can be viewed on the Town's website or by contacting the Clerk of Council's office to request a copy.

Questions and comments related to the 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.



PUBLIC HEARING COMMENTS
ORDINANCE NO. 225
(Town Funds to Farmville Industrial Development Authority
to provide loan(s) for econ. development in Main St Corridor)
July 12, 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: July 12, 2023

ITEM NUMBER: 10.a. – Draft Minutes of the 2023-06-07 Work Session and 2023-06-14 Regular Council Meeting

BACKGROUND:

RECOMMENDATION: Approve the Consent Agenda, as presented.

FISCAL IMPACT:

ATTACHMENTS:

1. 2023-06-07 Work Session-DRAFT
2. 2023-06-14 Regular Council Meeting-DRAFT

REGULAR WORK SESSION OF THE FARMVILLE TOWN COUNCIL
HELD ON JUNE 7, 2023

At the regular work session of the Farmville Town Council held on Wednesday, June 7, 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, Donald Hunter, and John Hardy.

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

Mayor Vincent called the meeting to order.

The Clerk called the roll, noting Council member Adam Yoelin as absent.

MONTHLY FINANCIAL REPORT

Finance Director Julie Moore reported the budget to actual being about 75% and on track for April 2023. Explanations of any changes in the reports are stated on the back of the monthly charts with no major changes being noted by Ms. Moore. Funds from the town’s main account have been placed in a sweep account and invested by Benchmark Community Bank with an approximate interest rate of four percent being earned from those funds. With the sweep account, Virginia Investment Pool (VIP) and Local Government Investment Pool (LGIP) accounts, the town earned an approximate \$70,000 in interest for May 2023.

DISCUSSION: PROPOSED FARMVILLE TOWN COUNCIL RULES OF PROCEDURE

Town Manager reported the draft rules of procedure are being provided as he was tasked to assemble a document for Council’s review by June 2023, as noted in the 2023 Work Plan from the Council Retreat. The draft procedures include general decorum and rules of debate. Mr. Pairet commented that the current process seems to have worked well but he has no problems with the new procedures. Mayor Vincent noted the Council has not typically adhered to any parliamentary rules or procedures as it has been left at the presider’s discretion. The draft rules are being proactively brought forward as general guidelines to use for whoever sits on Council, to assist in how to effectively conduct Council meetings and are subject to change. Clarification was made for Section 1.B.2. “...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 the members of Council in the case of an emergency ordinance, or by the unanimous consent of all members of Council in the case of other ordinances and resolutions.”

Mr. Dwyer noted the new procedures not only provide rules for Council members but also states the format for the public to address the Council. The three-minute public comment period and two-minute rebuttal process was discussed for clarification.

Mayor Vincent also noted from serving on the board of the Department of Wildlife Resources, a five-minute public comment period can be provided for those who represent an organization to collect all similar comments into one comment period. A brief discussion was held with the Town Manager mentioning the three-minute timeframe was noted in the proposed procedures as it is the current practice for receiving public comment.

DISCUSSION: PROPOSED RESOLUTION NO. 2023-06-01 – TO ALLOW FOR AN ACCESSORY DWELLING UNIT AT 1204 SIXTH AVENUE

Interim Community Development Director Ashley Atkins-Austin provided a report for CUP23-002 which is located at 1204 Sixth Avenue.

- Request is to renovate an existing bedroom, study, and bath inside the home into an independent living space for a family member.
- Entry to the accessory dwelling unit will be on the right side of the home just behind the garage.
- Application appears to meet the standards of review for conditional use permit set forth in section 29-13 c.1. of the Town zoning code.
- Use is compatible with the Comprehensive Plan’s Land Use Goals and Strategies and the future land use map.
- Property is connected to Town water and sewer and will not require any additional connections.
- No significant impacts to the capacities of the utility or transportation systems.
- Site is a standard residential lot and is not located in a floodplain or other protected area.
- No impacted watercourses, steep slopes or other atypical environmental factors.
- Emissions should be standard for residential use.
- Planning Commission voted 7-0 to recommend approval of this Conditional Use Permit to Town Council with no conditions.

No questions were received from Council members.

DISCUSSION: PROPOSED RESOLUTION NO. 2023-06-02 – TO ALLOW FOR AN ACCESSORY DWELLING UNIT AT 801 MILNWOOD ROAD

Interim Community Development Director Ashley Atkins-Austin provided a report for CUP23-003 which is located at 801 Milnwood Road.

- Request is to convert a space inside the basement of the home into an independent living space for a family member.
- Entry will be from the rear of the house into the basement.
- Application appears to meet the standards of review for a conditional use permit set forth in Section 29-13 c.1. of the Town zoning code.
- Use is compatible with the Comprehensive Plan Land Use Goals and Strategies and the future land use map.
- Property is connected to town water and sewer and will not require any additional connections.
- No significant impacts to the capacities of the utility or transportation systems.
- Site is a standard residential lot and is not located in a flood plain or other protected area.
- No impacted watercourses, steep slopes or other atypical environmental factors.
- Emissions should be standard for residential use.
- Planning Commission voted 7-0 to recommend approval of this conditional use permit to Town Council with no conditions.

No questions were received from Council members.

DISCUSSION: PROPOSED ORDINANCE NO. 224 – RENAMING OF WATKINS STREET IN HONOR OF REV. JAMES SAMUEL WILLIAMS, JR. TO WILLIAMS WAY

Town Manager reported being contacted by Vice-Mayor Reid who had been contacted by family members of Reverend Williams. Mr. Reid had brought up for discussion for Council the contributions Rev. Williams has made to the community and the house Rev. Williams grew up in is still located on Watkins Street. It is being brought forward for Council's consideration the renaming of Watkins Street to Williams Way in honor of Reverend Samuel Williams.

Mr. Reid reported Reverend Williams is a civil rights community icon and Farmville historian who has been around 80 or more years. He previously served as pastor of First Baptist and Beulah AME Churches and is now serving as pastor at Levi Baptist Church. Reverend

Williams worked at Longwood University's multicultural program for eight years and is involved in several organizations. Mr. Reid reported the Reverend's family reached out and wanted to honor him with renaming Watkins Street. It was noted there are few houses on the street with three belonging to Reverend Williams.

Town Manager advised the request does not require a Public Hearing but was suggested to Mr. Reid so that the public is aware. It also is a good way of notifying residents who live on the street or own property of the street name change. The ordinance won't take effect for six months to allow contact with the United States Postal Service.

COMMENTS BY THE TOWN MANAGER AND STAFF

Town Manager advised he will be submitting a letter on behalf of the Town in support of Prince Edward County's permit for the Sandy River Reservoir. A resolution was approved previously; however, this letter will explain more of how this project could benefit the Town in the future. In addition to helping the County's permitting process, the reservoir could serve as another water source if the Town were to experience drought conditions.

A report will be provided at the July meeting by ABM Building Solutions, LLC on the preliminary findings of the town's buildings and water meters. Town staff met with representatives from Hurt & Proffitt recently to provide the available information on the town's water/sewer infrastructure and water and wastewater plants. The initial contract for Hurt & Proffitt was considered low but there will be additional costs due to data we cannot provide on some of the Town's infrastructure.

Mr. Pairet reported on a former town resident, Steve Tucker, who as a young man watched almost every pipe being laid in the town of Farmville. Town Manager advised that information would be helpful but the type of material the pipe is made of, and its age is the information needed. There is an anticipated completion date of the beginning of 2024.

OTHER MATTERS THAT MAY COME BEFORE THE COUNCIL

Mayor noted a few residents have reached out about the air quality from the Canadian wildfires that is causing hazy skies in the area. Residents who have asthma or respiratory issues were asked to be mindful of the air quality.

CLOSED SESSION

On a motion by Hardy, seconded by Hunter, and with Council members Amos, Reid, Dwyer, Pairet, Hunter and Hardy voting "yes", Council went into closed session under paragraph

A.6 of Section 2.2-3711 of the Code of Virginia, for the discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected and **A.3 of Section 2.2-3711** for the discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

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.

VOTE: Six "yeses", No "noes"

MOTION: Hardy

SECOND: Hunter

YES: Reid, Dwyer, Pairet, Hunter, Hardy and Amos

NO: None

ABSENT DURING VOTE: Yoelin

ABSENT DURING MEETING: Yoelin

Clerk of Council

There being no other business and on a motion by Mr. Hunter, seconded by Mr. Pairet, with all in favor stating "aye", the meeting adjourned at 7:29 PM.

APPROVED:

ATTEST:

Brian R. Vincent, Mayor

Mary H. McKay, Clerk of Council

DRAFT

REGULAR MEETING OF THE FARMVILLE TOWN COUNCIL
HELD ON JUNE 14, 2023

At the regular meeting of the Farmville Town Council held on Wednesday, June 14, 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 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, Town Attorney Gary Elder, 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 all guests were welcomed.

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

The Clerk called the roll, noting all Council members were present.

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 Milnwood 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 – 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

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

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

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

PUBLIC HEARING – ORDINANCE NO. 224 – RENAMING OF WATKINS STREET IN HONOR OF REVEREND JAMES SAMUEL WILLIAMS, JR. TO WILLIAMS WAY

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

PUBLIC COMMENT PERIOD

With no one signed up or wishing to speak, Mayor Vincent closed the Public Comment Period and returned the meeting to the regular order of business.

REQUEST APPROVAL OF THE CONSENT AGENDA

On motion by Mr. Hunter, seconded by Mr. Dwyer, and with all Council members stating “aye”, the consent agenda was approved as presented. The consent agenda includes the draft minutes of the May 3, 2023 Work Session, May 10, 2023 Regular Council Meeting, May 22, 2023 Special Meeting, and the May 23, 2023 Special Meeting (Joint Meeting of the Prince Edward Board of Supervisors and Farmville Town Council).

REQUEST APPROVAL OF THE FINANCE REPORT

On motion by Mr. Hardy, seconded by Mr. Pairet, and with all Council members stating “aye”, the finance report was approved as presented.

BACKGROUND: A report for May 2023 was provided by Finance Director Julie Moore. A total of \$16,576.05 was earned at the Virginia Investment Pool (VIP), with a total earned of \$27,638.03 since investing with VIP. With the money moved into a sweep account with Benchmark

Community Bank, a total of \$16,338.78 was earned for May. There is earned income of \$40,069.60 with the money placed at the Local Government Investment Pool (LGIP) for May, making a total earned of \$299,886.23 since investing with LGIP in August 2022. Ms. Moore reported there is a total earned income for May of \$70,984.43. Also reported it was determined the interest earned from the ARPA funds isn't required to be used for ARPA, so it was reallocated to a set-aside unrestricted fund.

**REQUEST ADOPTION OF RESOLUTION NO. 2023-06-01 – TO ALLOW FOR AN
ACCESSORY DWELLING UNIT AT 1204 SIXTH AVENUE**

Mr. Hunter made a motion to adopt Resolution No. 2023-06-01 to allow for an accessory dwelling unit at 1204 Sixth Avenue, seconded by Mr. Pairet, and with a recorded vote of Council members Amos, Reid, Dwyer, Pairet, Yoelin, Hunter and Hardy voting “yes”, the motion passed unanimously.

BACKGROUND: The Planning Commission met on May 17, 2023, and recommended approval of Conditional Use Permit 23-002 to allow for an accessory dwelling unit on the 0.516-acre site located at 1204 Sixth Avenue on parcel number 0023A12(01)00-046. Interim Community Development Director Ashley Atkins-Austin provided a review of the Staff Report at the June 7, 2023 Work Session. A Public Hearing was held on June 14, 2023.

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 Pairat _____.

The Honorable John Hardy _____.

The Honorable Donald L. Hunter _____.

The Honorable Adam Yoelin _____.

**REQUEST ADOPTION OF RESOLUTION NO. 2023-06-02 – TO ALLOW FOR AN
ACCESSORY DWELLING UNIT AT 801 MILNWOOD ROAD**

Mr. Dwyer made a motion to adopt Resolution No. 2023-06-02 to allow for an accessory dwelling unit at 801 Milnwood Road, seconded by Mr. Pairet, and with a recorded vote of Council members Reid, Dwyer, Pairet, Yoelin, Hunter, Hardy and Amos voting “yes”, the motion passed unanimously.

BACKGROUND: The Planning Commission met on May 17, 2023, and recommended approval of Conditional Use Permit 23-003 to allow for an accessory dwelling unit on the 0.573-acre site located at 801 Milnwood Road on parcel number 0023A14(0A)00-008. Interim Community Development Director Ashley Atkins-Austin provided a review of the Staff Report at the June 7, 2023 Work Session. A Public Hearing was held on June 14, 2023.

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:

3. 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.
4. 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 _____.

**REQUEST ADOPTION OF ORDINANCE NO. 224 – RENAMING OF WATKINS STREET
IN HONOR OF REV. JAMES SAMUEL WILLIAMS, JR. TO WILLIAMS WAY**

Mr. Reid made a motion to adopt Ordinance No. 224 renaming Watkins Street in honor of Reverend James Samuel Williams to Williams Way, seconded by Mr. Hunter, and with a recorded vote of Council members Dwyer, Pairet, Yoelin, Hunter, Hardy, Amos, and Reid voting “yes”, the motion passed unanimously.

BACKGROUND: Family members of Reverend James Samuel Williams, Jr. wanted to honor him and had been in contact with Vice-Mayor Reid. The topic of renaming Watkins Street to Williams Way was brought up for Council’s discussion at the June 7, 2023 Work Session. Mr. Reid had reported Reverend Williams is a civil rights community icon and Farmville historian and currently serves as pastor of Levi Baptist Church. A Public Hearing was held on June 14, 2023.

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 _____.

REQUEST ADOPTION OF RESOLUTION NO. 2023-06-03 – FARMVILLE TOWN COUNCIL RULES OF PROCEDURE

Mr. Dwyer made a motion to adopt Resolution No. 2023-06-03 – Farmville Town Council Rules of Procedure, seconded by Mr. Yoelin, and with a recorded vote of Council members Pairet, Yoelin, Hunter, Hardy, Amos, Reid, and Dwyer voting “yes”, the motion passed unanimously.

BACKGROUND: The topic was discussed by Council members at the June 7, 2023 Work Session. From the 2023 Town Council Retreat, the Town Manager was tasked with assembling a document for Council’s review and consideration. Council had not adhered to any parliamentary procedures previously as it had been left at the presider’s discretion. The Rules of Procedure are for use as

general guidelines to assist in how to effectively conduct Council meetings and are subject to change.

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 Pairat _____.

The Honorable John Hardy _____.

The Honorable Donald L. Hunter _____.

The Honorable Adam Yoelin _____.

**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' 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

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.

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.

STAFF REPORTS

Town Manager reported on a follow-up visit with representatives from ABM Building Solutions LLC. ABM will present the preliminary findings of the town's buildings and water meters at the July 12, 2023 Regular Council meeting. Colony Construction is continuing with the paving with some issues being noted due to the rainy weather. Paving on River Road was completed today, and the contractor will move to Plank Road tomorrow then afterwards the Cumberland County area of the town will be the last area to be paved.

COMMENTS BY THE MAYOR AND MEMBERS OF TOWN COUNCIL

Mrs. Amos expressed thanks for the paving completed in Ward E.

Mr. Reid congratulated Rev. James Samuel Williams, Jr., who was in attendance, on the honor bestowed to him in the renaming of Watkins Street to Williams Way.

Mr. Dwyer and Mr. Pairet likewise expressed congratulations to Reverend Williams.

Mr. Yoelin offered thanks to Mr. Williams for all he has done for the Town of Farmville and noted he loves seeing him driving around.

Mr. Hunter also expressed congratulations to Mr. Williams.

Mr. Hardy expressed appreciation and congratulated Mr. Williams for all he has done.

Mayor Vincent provided a monthly report:

- Met with Michael Kelly and his associates of Kelly Properties and discussed student housing and housing in general. Was provided a tour of some of the College Corners properties.
- A Joint Meeting with the Prince Edward County Board of Supervisors and Town Council was held in May with another meeting to be organized for September 2023. It is anticipated joint meetings will be held bi-annually.
- Attended first VML Legislative Policy meeting for the discussion of policy initiatives for localities.
- Attended a meeting to discuss the July 3rd Fireworks After Dark event to be held downtown, followed by a meeting to discuss ways to enhance the Tree Lighting Ceremony.
- Met with Town Manager and representatives of the Virginia Department of Health on a wastewater monitoring program.
- Attended a WFLO Call Flo segment and answered some questions in support of local radio.
- Provided a presentation on recreation in our area to the Farmville Area Chamber of Commerce with Chief Park Ranger Daniel Jordan.
- Attended VML Rules of the Road meeting conference in Richmond with Vice-Mayor Reid. Mr. Reid is the VML President and presided over the meeting.

CLOSED SESSION

On a motion by Mrs. Amos, seconded by Mr. Hunter, and with Council members Amos, Reid, Dwyer, Pairet, Yoelin, Hunter, and Hardy voting “yes”, Council went into closed session under 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.

VOTE: Seven "yeses", No "noes"

MOTION: Amos

SECOND: Hunter

YES: Hunter, Hardy, Amos, Reid, Dwyer, Pairet, and Yoelin "aye"

NO: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

Clerk of Council

There being no other business and on a motion by Mr. Pairet, seconded by Mr. Hunter, with all in favor stating "aye", the meeting adjourned at 8:07 PM.

APPROVED:

ATTEST:

Brian R. Vincent, Mayor

Mary H. McKay, Clerk of Council



Town of Farmville

Agenda Item Summary

MEETING DATE: July 12, 2023

ITEM NUMBER: 11.a. – June 2023 Finance Report

BACKGROUND: A verbal report will be provided by Finance Director Julie Moore.

RECOMMENDATION: Approve the Finance Report, as presented.

FISCAL IMPACT:

ATTACHMENTS:

1. Finance Report - June 2023
2. Manual Checks for the Month of June 2023
3. Rescue Squad YTD Figures 6-30-23
4. Rescue Squad Expenses June 2023
5. Variable Revenue Chart - June 2023

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

FUND NUMBER	FUND TITLE	BALANCE 06/01/2023	NET CHANGE	BALANCE 06/30/2023
<u>UNRESTRICTED FUNDS</u>				
10	GENERAL FUND	\$ 2,965,640.02	\$ (371,815.18)	\$ 2,593,824.84
15	ST MAINT FUND	946,956.93	439,190.18	1,386,147.11
40	WATER FUND	2,227,571.64	9,500.05	2,237,071.69
42	SEWER FUND	2,871,408.23	58,759.69	2,930,167.92
44	TRANSPORTATION FUND	1,019,923.48	(44,513.81)	975,409.67
45	AIRPORT FUND	<u>159,669.09</u>	<u>(13,490.01)</u>	<u>146,179.08</u>
TOTAL	UNRESTRICTED FUNDS	10,191,169.39	77,630.92	10,268,800.31
<u>RESTRICTED FUNDS</u>				
10	ARPA-COVID FUNDS	6,454,706.57	(91,476.40)	6,363,230.17
10	ENHANCED 911-WIRELESS	374,030.09	9,255.02	383,285.11
10	E911-RESERVE	132,983.90	16.40	133,000.30
10	SET ASIDE ACCOUNT	2,215,744.00	168,232.05	2,383,976.05
10	E-CITATION	26,039.88	(3,645.14)	22,394.74
10	MEDICAL COMPENSATION	287,794.67	134.85	287,929.52
61	PAULETTE FUND	165.34	0.04	165.38
70	NARCOTICS FUND	10,886.58	1.34	10,887.92
70	TASK FORCE	<u>2,146.32</u>	<u>0.26</u>	<u>2,146.58</u>
TOTAL	RESTRICTED FUNDS	9,504,497.35	82,518.42	9,587,015.77
TOTAL ALL FUNDS		\$ 19,695,666.74	\$ 160,149.34	\$ 19,855,816.08

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	941,163.91
VIP ACCTS - UNRESTRICTED	2,023,166.32
LGIP ACCT - UNRESTRICTED	1,991,904.13
CHECKING ACCT-BENCHMARK-AIRPORT	263,115.89
CHECKING ACCOUNT-BENCHMARK-UNRESTRICTED	<u>5,046,950.05</u>
TOTAL UNRESTRICTED FUNDS	\$ 10,268,800.31

RESTRICTED FUNDS - ACCOUNTED FOR AS FOLLOWS:

INTEREST CHECKING-BENCHMARK-ARPA-COVID FUNDS	\$ -
LGIP ACCT - ARPA -COVID FUNDS	6,363,230.17
MONEY MARKET - BENCHMARK - 911 WIRELESS	79,810.17
VIP ACCT - WIRELESS	303,474.94
INTEREST CHECKING-BENCHMARK-E911 RESERVE	133,000.30
INTEREST CHECKING-BENCHMARK-SET ASIDE ACCOUNT	488,006.62
LGIP ACCT - SET ASIDE ACCOUNT	884,386.27
VIP ACCT - SET ASIDE ACCOUNT	1,011,583.16
INTEREST CHECKING-FARMERS BANK-E-CITATION ACCOUNT	22,394.74
INTEREST CHECKING-BENCHARK-MEDICAL COMPENSATION	287,929.52
PASSBOOK SAVINGS - BENCHMARK - PAULETTE TRUST FUND	165.38
INTEREST CHECKING-BENCHMARK - NARCOTICS FUND-STATE	10,887.92
INTEREST CHECKING-BENCHMARK-TASK FORCE	<u>2,146.58</u>
TOTAL RESTRICTED FUNDS	\$ 9,587,015.77

RESPECTFULLY SUBMITTED:

Julie A. Moore

Julie A. Moore, CPA, CFE, CGFM

Town of Farmville
Manual Checks for the Month of June 2023

7-1-23

<u>Checks-62865-63140</u>	<u># of Checks</u>	<u>Amount of Checks</u>
Checks	65	\$503,635.83
Direct Deposit	<u>206</u>	<u>\$469,347.22</u>
Total	271	\$972,983.05

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

7/5/2023

	<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	343.88	\$4,462.16
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	310.00	\$1,550.00
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>1,803.87</u>	<u>\$25,757.44</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	\$2,457.75	\$54,159.58

JUNE MONTHLY COST-RESCUE SQUAD

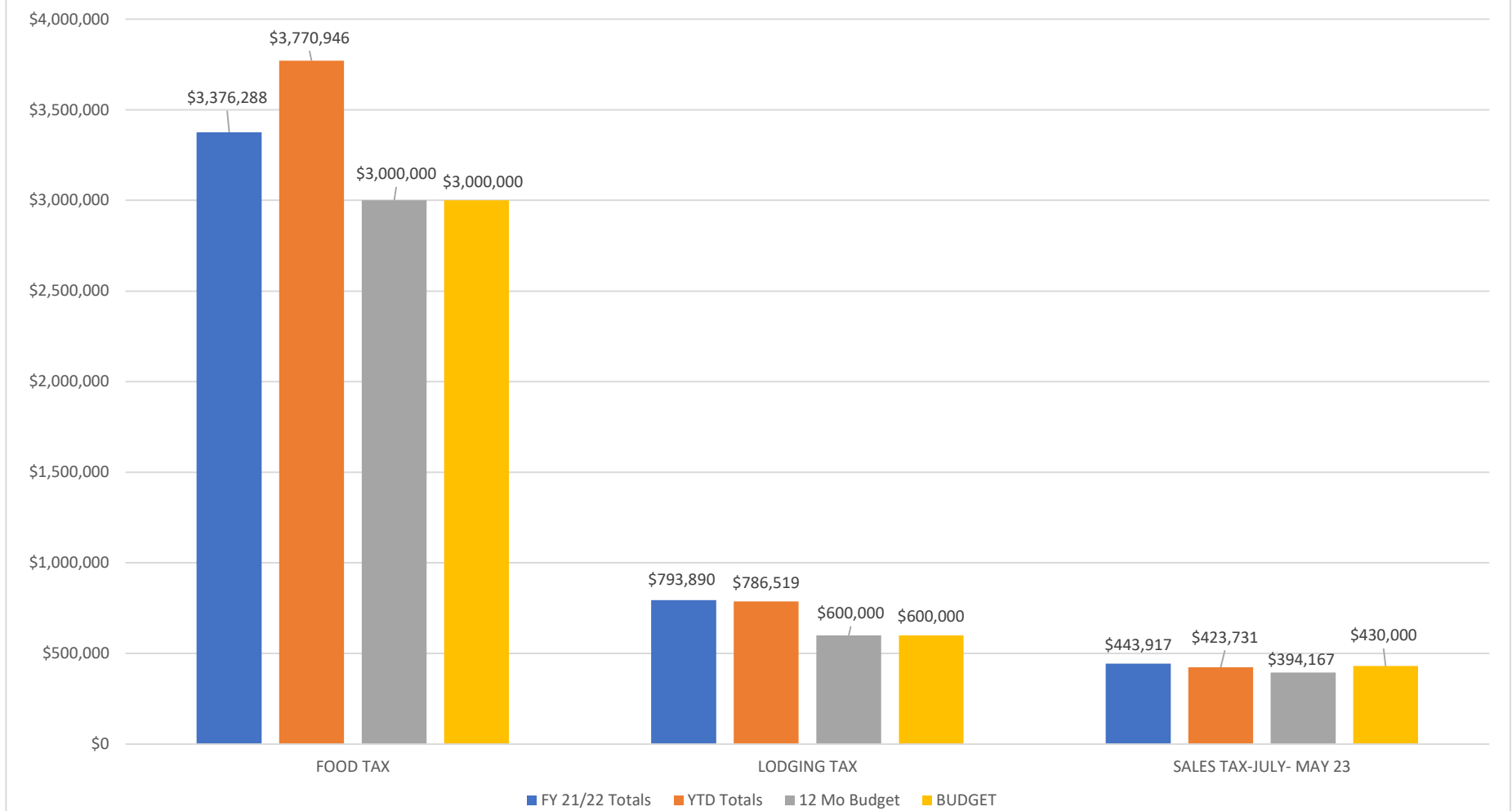
2023

<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>
5-Jun	Rescue 10	Deployed snow chains, were unable to retract, Mechanics went to raise chains.	4	\$124.76			
June		Cut grass at Rescue Squad	16	\$219.12		\$310.00	
		Fuel Cost					\$1,803.87

Total Labor Cost	\$343.88
Total Material Cost	\$0.00
Total Equipment Cost	\$310.00
Total Fuel Cost	\$1,803.87
Total June	\$2,457.75

<u>YTD Total</u>	\$54,159.58
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Variable Revenue -
June 2023





Town of Farmville

Agenda Item Summary

MEETING DATE: July 12, 2023

ITEM NUMBER: 12.a. – Request to Amend ABM Building Solutions LLC contract for more data on water usage

BACKGROUND: This topic was discussed by Council members at the July 5, 2023 Work Session. A decision to approve a contract addendum was postponed until representatives from ABM Building Solutions could provide insight into additional questions posed by the Council.

A presentation will be provided by ABM Building Solutions LLC at the July 12, 2023 Regular Council meeting.

RECOMMENDATION: Amend ABM Building Solutions LLC contract for more data on water usage

FISCAL IMPACT:

ATTACHMENTS:

1. ABM Contract Addendum-June 12, 2023

Town of Farmville, VA – ABM Letter of Intent

Addendum 1 – June 12, 2023

Reference Letter of Intent approved on 2-16-2023.

Step 1 Technical Audit:

ADDITIONAL SERVICES (Special Services outside of those required to complete the Technical Energy & Water Audit within the facilities) to include water meter testing.

After ABM's review of Farmville's water billing and water meter inventory, it is proposed that additional services be performed to measure the accuracy of a statistically valid sample of the existing larger size water meters. This will document the accuracy of Farmville's existing meters and validate the projected increase in revenue from replacement of the meters. The scope of the water meter measurements / testing is as follows:

- For 1.5" and larger meters - the measurement plan is to come onsite and test in place a representative sample of the meters and the results documented.

A summary of the quantities of meters included in the testing plan is as follows:

Meter Size	Meters to Test	Measurement Plan
1.5" – 2" meters	28	Test in place
3" – 4" meters	21	Test in place
6" – 8" meters	2	Test in place

The additional fee for the meter testing services portion of the Project Development will be \$24,844. If ABM's Energy Engineering and Financial analysis creates the means to achieve facility and technology upgrades within a 15-year term and The Town of Farmville agrees to enter into a contract with ABM, the fee will become part of the overall Performance Contract cost.

The signatures below indicate mutual acceptance of this Letter of Intent and its terms and conditions.

Program Acknowledgement & Approval

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

ABM:

By: _____
(Signature in Ink)
Name: _____
Title: _____
Date: _____
Attest: _____
(Signature and Date)

THE TOWN OF FARMVILLE:

By: _____
(Signature in Ink)
Name: __C. Scott Davis, Town Manager
Title: _____
Date: _____
Attest: _____
(Signature and Date)



Town of Farmville

Agenda Item Summary

MEETING DATE: July 12, 2023

ITEM NUMBER: 13.a. – Request Adoption of Resolution No. 2023-07-01 - to rezone approximately 31 acres from R-1 to R-2 - 300 block of Meriwood Farm Road, Official Zoning Map Amendment, Comprehensive Plan Amendment

BACKGROUND: The Planning Commission met on June 21, 2023, and recommended approval to the Council on a vote of 6-1. A report was provided by Interim Community Development Director Ashley Atkins-Austin at the July 5, 2023 Work Session. A Public Hearing is scheduled for July 12, 2023.

RECOMMENDATION: Adopt Resolution No. 2023-07-01

FISCAL IMPACT:

ATTACHMENTS:

1. Resolution 2023-07-01

RESOLUTION NO. 2023-07-01

TO REZONE, AMEND THE COMPREHENSIVE PLAN, AND AMEND THE OFFICIAL
ZONING MAP FOR PARCEL NUMBERS **0037000(0A)00-060B, 0037000(0A)00-061, and
0037000(0A)00-062**

WHEREAS, the owner of parcel numbers 0037000(0A)00-060B, 0037000(0A)00-061, and 0037000(0A)00-062 requests to rezone approximately 31 acres from R-1 to R-2 that is located on the 300 block of Meriwood Farm Road; and

WHEREAS, the Comprehensive Plan shall be amended to revise the existing land use map and the future land use map for these same parcel numbers; and

WHEREAS, the Official Zoning Map shall be amended to reflect the rezoning of these parcels from R-1 to R-2; and

WHEREAS, the Town of Farmville Planning Commission made a recommendation to the Farmville Town Council after holding a public hearing on June 21, 2023 to rezone parcel numbers 0037000(0A)00-060B, 0037000(0A)00-061, and 0037000(0A)00-062 from R-1 to R-2, amend the Comprehensive Plan to revise the existing land use map and the future land use map for these same parcels, and amend the Official Zoning Map to reflect the rezoning of these parcels from R-1 to R-2; and

WHEREAS, the Town of Farmville Town Council held a public hearing on this Resolution on July 12, 2023; and

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Farmville, parcel numbers 0037000(0A)00-060B, 0037000(0A)00-061, and 0037000(0A)00-062 shall be rezoned from R-1 to R-2, the Comprehensive Plan shall be amended to revise the existing land use map and the future land use map for these same parcel numbers, and the Official Zoning Map shall be amended to reflect the rezoning of these parcels from R-1 to R-2; and

BE IT FURTHER RESOLVED that this ordinance shall be effective upon passage.

Approved: _____
Mayor

Attest: _____
Clerk of Council

I certify that the above resolution 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: July 12, 2023

ITEM NUMBER: 13.b. – Request Adoption of Ordinance No. 225 - to provide a gift of \$350,000 to Farmville Industrial Development Authority to provide loan(s) to entities for economic development in the Main Street Corridor

BACKGROUND: The Town Manager provided a report on the proposed ordinance at the July 5, 2023 Work Session. A Public Hearing is scheduled for July 12, 2023.

RECOMMENDATION: Adopt Ordinance No. 225

FISCAL IMPACT:

ATTACHMENTS:

1. Ordinance No. 225

ORDINANCE NO. 225

TO PROVIDE A GIFT OF \$350,000 TO THE FARMVILLE INDUSTRIAL DEVELOPMENT AUTHORITY TO PROVIDE A LOAN(S) TO ENTITIES FOR ECONOMIC DEVELOPMENT IN THE MAIN STREET CORRIDOR.

WHEREAS, the Town of Farmville (Town) is a corporate and political subdivision of the Commonwealth of Virginia, and the Farmville Industrial Development Authority (FIDA) is a political subdivision of the Commonwealth of Virginia; and

WHEREAS, the FIDA has been created to, among other things, promote the economic development of the Town of Farmville and the Town may provide funds to the FIDA to further its purposes; and

WHEREAS, the Town is further empowered to make gifts to the FIDA, to secure and promote the economic development of the Town, and to promote the resources and advantages of the Town.

NOW THEREFORE BE IT ORDAINED by the Farmville Town Council this 12th day of July, 2023, that the Town of Farmville Town Council is providing a gift of \$350,000 to the Farmville Industrial Development Authority for the Farmville Industrial Development Authority to provide a loan or loans to entities for economic development in the Main Street corridor of the Town of Farmville.

BE IT FINALLY ORDAINED that the \$350,000 be allocated by Town of Farmville Town Council from the proceeds of the sale of the municipal golf course.

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: July 12, 2023

ITEM NUMBER: 13.c. – Request Adoption of Resolution No. 2023-07-02 - to enter into a capital lease with a bank to purchase vehicles

BACKGROUND: Per the FY 2023-2024 adopted budget, four police cars and one leaf truck are to be financed. Resolution No. 2023-07-02 will grant permission for the Town Manager to enter into a capital lease with a bank to purchase the vehicles. The terms are noted in the Resolution.

RECOMMENDATION: Adopt Resolution No. 2023-07-02

FISCAL IMPACT:

ATTACHMENTS:

1. Resolution 2023-07-02

Resolution 2023-07-02

INCUMBENCY CERTIFICATE/CORPORATE RESOLUTION

I, Mary McKay, Town Clerk, Town of Farmville, VA a Virginia Municipal Corporation (herein the "Corporation"), do hereby certify:

1. That I am the duly elected, qualified and acting Town Clerk of the Corporation and have the custody of the corporate records, minutes and corporate seal.
2. That the following named person(s) has/have been properly designated, elected and assigned to the office in the Corporation as indicated below; that such person(s) hold(s) such office at this time and that the specimen signature appearing beside the name of each officer is his or her true and correct signature.

NAME	TITLE	SIGNATURE
C. Scott Davis	Town Manager	_____

3. That a meeting of the Town Council of the Corporation was duly called, convened and held on 7/12/2023, at which meeting a quorum was present and voted throughout and approved the following resolution:

WHEREAS, the Council has determined it is in the best interest of the Corporation to undertake the financing of the purchase of (1) Leaf Truck and (5) Police Vehicles (the "Project"), and the Town Manager has now presented a proposal for the financing of such Project;

WHEREAS, HomeTrust Bank has indicated its willingness to provide financing for the Project in accordance with its proposal dated June 12, 2023. The amount financed shall not exceed \$505,000.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 3.65%, and the financing term shall not exceed three years from closing;

WHEREAS, the Corporation wishes to enter into a Municipal Lease and Option Agreement ("Lease") dated 7/18/2023 by and between HomeTrust Bank as "Lessor" and Town of Farmville, VA as "Lessee";

WHEREAS, all lease payments due by the Corporation pursuant to the Lease for fiscal year ending June 30, 2024 are within an available, unexhausted and unencumbered appropriation;

NOW, THEREFORE, BE IT RESOLVED, that the Corporation be, and hereby is, authorized to enter into the Lease with HomeTrust Bank for a period of three years, and be it further;

RESOLVED, that the above named officer(s) of the Corporation be, and hereby is/are authorized, empowered and directed to sign on its behalf, the Lease and any addenda, schedules, notes, UCC Financing Statements or any other instruments issued under the provision of the Lease and any other instrument or document which may be necessary or expedient in connection with the fulfillment of the provisions of the Lease; also to include the Director of Finance to be included in the signing of any disbursements, and be it further;

RESOLVED, that the Corporation has not and will not issue more than \$10 Million in debt during the calendar year in which the Lease is written, in order that this transaction be in compliance with the "Small Issuer Exemption" as defined in Section 265(b) of the *Internal Revenue Code of 1986*, as currently amended.

IN WITNESS WHEREOF, I have duly executed this certificate and affixed the seal hereto this 7/18/2023.

Seal of
Corporation

Town Clerk

Date: 7/18/2023



Town of Farmville

Agenda Item Summary

MEETING DATE: July 12, 2023

ITEM NUMBER: 13.d. – Request Adoption of Resolution No. 2023-07-03 - Certification from Town Council of not requiring Granite Falls Subdivision to connect to the Town water and sewer systems

BACKGROUND: The Town Manager provided a summary of the proposed request at the July 5, 2023 Work Session. Within the proposed development of Granite Falls Subdivision located off of Fairgrounds Road, there will be approximately 10-12 housing units that are located within the town limits. The town's water and sewer ordinances state if not adequately available, the Town Council may waive a connection to the town's water and sewer systems.

RECOMMENDATION: Adopt Resolution No. 2023-07-03

FISCAL IMPACT:

ATTACHMENTS:

1. Resolution 2023-07-03

RESOLUTION NO. 2023-07-03

CERTIFICATION FROM TOWN COUNCIL OF NOT REQUIRING GRANITE FALLS
SUBDIVISION TO CONNECT TO THE TOWN WATER AND SEWER SYSTEMS

WHEREAS, Section 28-51 states “Every house, mobile home, house trailer or other unit used as a residence and every place of business, manufacturing plant or other business establishment shall be connected to the town water system, unless the water system is inaccessible. It shall be the duty of the town manger to determine whether or not the water system is accessible in each case; if he determines that it is inaccessible, he shall certify the finding in writing to the council, which, if it approves the finding, shall cause a permanent record thereof to be recorded in its minutes.”; and

WHEREAS, the parcels located within the town limits are minimal and are approximately 2,000 feet from the nearest water connection and would need to cross privately owned property; and

WHEREAS, Section 28-127(b) states “No sewer connection shall be required where it will be necessary to construct a private sewer line, exclusive of the branch pipes constructed by the town for the purpose of making such connections, over one hundred (100) feet in length, unless the town manager or local board of health deems it necessary for the protection of health and so notifies the owner in writing.”; and

WHEREAS, the parcels located within the town limits are minimal and are approximately 3, 500 feet from the nearest sewer connection; and

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Farmville, the parcels of Granite Falls Subdivision located within the town limits shall not be required to connect to town water and sewer and is so certified by Town Council; and

BE IT FURTHER RESOLVED that this resolution shall be effective upon passage.

Approved: _____
Mayor

Attest: _____
Clerk of Council

I certify that the above resolution 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 Pairt _____.

The Honorable Adam Yoelin _____.

The Honorable Donald L. Hunter _____.

The Honorable John Hardy _____.