



Town of Farmville

Town Council

February 14, 2024 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 Hearing**
 - Public Hearing - Resolution No. 2024-02-01 - To amend the FY2023-2024 Town Budget in a total amount of \$30,454,150. To record revenue and expenditures related to the use of
 - a. Bank of America Lease Purchase for the ABM Project for the FY2023-2024 Budget in the aggregate amount of \$4,896,000.
8. **Public Comment Period**
 - a. Public Comment Sign-Up Sheet
9. **Consent Agenda**
 - a. Draft Minutes of the January 10, 2024 Regular Council Meeting
10. **Finance Report**
 - a. January 2024 Finance Report
11. **Old Business**
 - a. Phase 1 River Walk Project
12. **New Business**
 - a. Request Adoption of Resolution No. 2024-02-01, Amend the Town Budget for Fiscal Year July 1, 2023 - June 30, 2024
 - b. Request Approval of the Planning Commission 2023 Annual Report
 - c. Request Approval of the 2023 Board of Zoning Appeals Annual Report
 - d. Request Adoption of Resolution No. 2024-02-02, Authorizing the Finance Director to write off \$553.32 in Real Estate and Personal Property Taxes including penalties and interest
13. **Town Manager's Report**
14. **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 Pairat

Town of Farmville
Town Council
PUBLIC HEARING NOTICE

The Farmville Town Council will hold a public hearing on Wednesday, February 14, 2024, 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. 2024-02-01 - To amend the Town Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024 in a total amount of \$30,454,150. To record revenue and expenditures related to the use of Bank of America Lease Purchase for the ABM Project for the FY 2023-2024 Budget in the aggregate amount of \$4,896,000.

The full text of the proposed amendment is available by contacting the Clerk of Council at (434) 392-9465 and online at www.farmvilleva.com

The Farmville Town Council will consider the 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. Please send your written comments to Mary McKay at mmckay@farmvilleva.com by 5:00 PM on Wednesday, February 14, 2024.

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

Resolution No. 2024-02-01

**(To amend the FY2023-2024 Town Budget in a total amount of \$30,454,150.
To record revenue and expenditures related to the use of Bank of America
Lease Purchase for the ABM Project for the FY2023-2024 Budget in the
aggregate amount of \$4,896,000)**

February 14, 2024

Guests Sign Up Sheet

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



PUBLIC COMMENT PERIOD
(held after PUBLIC HEARINGS)
February 14, 2024
Guests Sign Up Sheet
(Please limit comments to three minutes)

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



Town of Farmville

Agenda Item Summary

MEETING DATE: February 14, 2024

ITEM NUMBER: 9.a. – Draft Minutes of the January 10, 2024 Regular Council Meeting

BACKGROUND:

RECOMMENDATION: Approve the Consent Agenda as presented.

FISCAL IMPACT:

ATTACHMENTS:

1. 2024-01-10 Regular Council Meeting-DRAFT

REGULAR MEETING OF THE FARMVILLE TOWN COUNCIL
HELD ON JANUARY 10, 2024

At the regular meeting of the Farmville Town Council held on Wednesday, January 10, 2024, at 6:00 PM, in the Council Chamber of the Town Hall, 116 North Main Street, Farmville, Virginia, there were present Mayor Brian Vincent, presiding, and Council members Sallie Amos, A.D. “Chuckie” Reid, Daniel Dwyer, Tommy Pairet, Adam Yoelin, Donald Hunter and John Hardy.

Staff present were Town Manager C. Scott Davis, Chief of Police Andy Ellington, Deputy Police Chief William Hogan, Town Attorney Gary Elder, Finance Director Julie Moore, Fire Chief Daniel Clark, Community Development Director Ashley Atkins-Austin, Deputy Clerk Jacqueline Vaughan, and Clerk of Council Mary McKay.

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

The Lord’s Prayer was recited for anyone wishing to join in prayer. Vice-Mayor Reid led the Pledge of Allegiance.

ADOPTION OF AGENDA

A motion was made by Mr. Hunter to adopt the agenda as presented, seconded by Mr. Hardy, and with all in favor stating “aye”, the motion passed.

DECLARATION OF PERSONAL INTEREST

There were no declarations of personal interest made.

PRESENTATION FOR 25-YEAR ANNIVERSARY – CAPTAIN BILL HOGAN AND STEVEN BROADWATER

Town Manager Davis asked Steven Broadwater and Bill Hogan to come forward to be recognized by the Council. A brief overview of their service was provided. The town recognizes employees with a milestone of 25 years of service by providing a watch with the Town of Farmville logo. Council members joined the two recipients for a group picture. Mayor Vincent expressed appreciation for their dedication which provides for continuity of services to the community.

PRESENTATION BY AMBER WELLS, OFFICE OF EMERGENCY MEDICAL SERVICES

Amber Wells, Public Safety Answering Point (PSAP) Specialist at the Virginia office of Emergency Medical Services, was present to address the Council. Ms. Wells reported serving as the Emergency Medical Dispatch (EMD) accreditation coordinator. 911 centers use EMD programs to streamline the process of receiving emergency medical calls. An overview of the

certification process was provided. Ms. Wells expressed congratulations to Farmville's Emergency Communications Center on their recent accreditation and presented a certificate to Crystal Barton and Ethan Whaley.

Mayor Vincent provided a thank you to the Emergency Communications staff.

Town Manager Davis provided an additional remark on the essential services provided by the department, which is a valuable resource for the community.

PUBLIC COMMENT PERIOD

With no one signed up or wishing to speak, the public comment period was closed.

CONSENT AGENDA

On motion by Mr. Hunter, seconded by Mr. Reid, and with all Council members stating "aye", the consent agenda was accepted as presented. The consent agenda includes the draft minutes of the December 6, 2023 Work Session and December 13, 2023 Regular Council meeting.

FINANCE REPORT

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

BACKGROUND:

Finance Director Julie Moore reported for November 2023 that the total revenue should be about 42% of what is budgeted at this point in the fiscal year, however it is not. Certain revenue items are received once a year, whereas the budget assumes that revenue is received monthly. ARPA revenue for the Water and Sewer funds is budgeted and may not be recorded until the end of the year journal entries are made. The purchases need to be known to determine how much revenue is to be recognized. Revenue compared to the prior year is down because so far this fiscal year, there hasn't been a need to transfer any funds from the Sewer Fund to the Water Fund and there are no lease proceeds due to a delay in receiving police vehicles. Expenses are not at 42%, which indicates that departments are staying within their respective budgets. Ms. Moore noted there are a couple of departments that are over budget, one of which is the Finance Department due to the payments for the OpenGov software and the completion of the financial audit. The second is the library as their rent is paid at one time and the budget assumes the rent is paid monthly. Expenses compared to last year are up because of previously mentioned items such as the OpenGov software, the Splash Pad, and some ARPA purchases in the Water Fund.

Ms. Moore also provided a report for December 2023. The lease purchase with the Bank of America was completed on December 27, 2023, with an additional \$4,882,228.50 in restricted cash to be used for the upcoming ABM Project. The funds were placed into the Virginia Investment Pool (VIP) on that date. A total of \$3,728.50 was earned on this investment which will go towards future payments on the project.

For the month of December 2023, a total of \$16,292.35 was earned at VIP, making a total earned so far of \$142,658.35. There was a total earned of \$16,627.36 in the sweep accounts with Benchmark Community Bank, for a total earned so far of \$131,773.89. The total earned income in December with the money invested at the Local Government Investment Pool (LGIP) was \$34,906.12, with a total of \$561,644.08 since investing at LGIP in August 2022. The total earned income for December was \$71,554.33.

The percentage of 2023 Real Estate taxes collected is at 90.76%, and Personal Property taxes collected through December 31, 2023, is at 79.24%.

REQUEST ADOPTION OF THE CODE OF ETHICS AND CONDUCT AND ETHICS PLEDGE

Mr. Hardy made a motion to adopt the Code of Ethics and Conduct and Ethics Pledge, seconded by Mr. Hunter, and with a recorded vote of Council members Reid, Dwyer, Pairet, Yoelin, Hunter, Hardy, and Amos voting “yes”, the motion passed.

BACKGROUND: In 2016, the Ethics Committee established a Code of Ethics and Conduct and Ethics Pledge. The committee recommended the Council annually renew and adopt both the Code of Ethics and Conduct and Ethics Pledge.

Council member Yoelin made an inquiry concerning the Town of Farmville Ethics Pledge. That is, if Item 2.B. Putting the public interest first, could be moved to Item 2.A. Upholding the Town of Farmville Code of Ethics and Conduct. Mr. Yoelin, however, withdrew his request, to address next year.

REQUEST REAPPOINTMENT TO THE FARMVILLE INDUSTRIAL DEVELOPMENT AUTHORITY

On motion by Mr. Pairet, seconded by Mr. Hardy, and with a recorded vote of Council members Dwyer, Pairet, Yoelin, Hunter, Hardy, Amos, and Reid voting “yes”, the motion passed for the reappointment of Mr. Matyus to the Farmville Industrial Development Authority.

BACKGROUND:

Jason Matyus' term on the Farmville Industrial Development Authority (F.I.D.A.) expires on February 28, 2024. Staff have contacted him, and he has expressed interest in continuing to serve on the Authority. The next term would end on February 28, 2028. F.I.D.A. members must be appointed by the Circuit Court of Prince Edward County and take an oath of office administered by the Clerk of the Circuit Court.

Town Manager Davis stated Mr. Matyus has been an active member and is willing to serve again on the Farmville Industrial Development Authority with support from staff.

TOWN MANAGER'S REPORT

Town Manager Davis reported on three items for the upcoming February Work Session: 1) He and Finance Director Julie Moore have been in touch with Davenport & Company and representatives have been asked to attend the meeting to provide some financial insight. Dr. Davis reported that it has been one of his goals for the town to be rated by at least one of the three bond rating agencies, to provide a different view outside of the annual audit. 2) The FY 2024-2025 anticipated revenues will be presented. 3) The Planned Unit Development (PUD) topic will be revisited. Dr. Davis will resend a previous email to the Council about different localities with PUD ordinances. Council members were asked to review before next month's meeting and share if and what they like, as feedback is needed to continue with the topic.

The ABM Building Solutions project is moving forward with a kickoff meeting scheduled with the project managers in two weeks. The splash pad project is on hold until the weather allows for the pouring of concrete. An update was provided on the stoplight at North and Third Streets. Staff are still working with the contractor who is waiting on some materials. Council member Dwyer asked if a restroom facility will be located at the splash park. The Town Manager advised the initial project does not include restroom accommodations, even though the water and sewer are being plumbed. A restroom facility is planned for the next phase of the project.

COMMENTS BY THE MAYOR AND TOWN COUNCIL

Mr. Hardy thanked Mr. Broadwater and Captain Hogan for their 25-year service to the town and expressed congratulations to the Emergency Communications Department on their accreditation. Likewise comments by all Council members were provided.

Mr. Yoelin also thanked everyone for their attendance and participation in the process and invited those watching at home to attend in person.

Mr. Dwyer also provided a remark on the previous evening's storm expecting to see a lot of debris throughout town, noting the town being fortunate and for whatever reason, the streets were so clean.

Mayor Vincent expressed appreciation for the work everyone puts in every day as the Town of Farmville is known for its level of service.

An additional remark was made concerning the signing of the Code of Ethics and Conduct and the Ethics Pledge by the Council and it serving as a reminder that as public servants who lead by example, we must continue to operate with decorum, respect, and civility that we wish to see emulated throughout our communities. A thank you was expressed to Council members and staff.

On motion by Mr. Hunter, seconded by Mr. Dwyer, and with all in favor stating "aye", the meeting adjourned at 6:33 PM.

APPROVED:

ATTEST:

Brian R. Vincent, Mayor

Mary H. McKay, Clerk of Council



Town of Farmville

Agenda Item Summary

MEETING DATE: February 14, 2024

ITEM NUMBER: 10.a. – January 2024 Finance Report

BACKGROUND: Finance Director Julie Moore will provide a verbal report.

RECOMMENDATION: Accept the Finance Report as presented.

FISCAL IMPACT:

ATTACHMENTS:

1. Finance Report - January 2024
2. Variable Revenue - January 2024
3. Rescue Squad Jan 2024 Expenses
4. Rescue Squad YTD Expenses Jan 24

TOWN OF FARMVILLE
FINANCE REPORT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF JANUARY 2024

FUND NUMBER	FUND TITLE	BALANCE 01/01/2024	NET CHANGE	BALANCE 01/31/2023
<u>UNRESTRICTED FUNDS</u>				
10	GENERAL FUND	\$ 1,752,891.22	\$ 239,002.19	\$ 1,991,893.41
15	ST MAINT FUND	945,674.14	(99,142.50)	846,531.64
40	WATER FUND	1,954,239.38	101,909.60	2,056,148.98
42	SEWER FUND	3,267,828.41	145,438.02	3,413,266.43
44	TRANSPORTATION FUND	1,091,596.61	(10,650.55)	1,080,946.06
45	AIRPORT FUND	<u>94,159.28</u>	<u>(18,308.91)</u>	<u>75,850.37</u>
TOTAL	UNRESTRICTED FUNDS	9,106,389.04	358,247.85	9,464,636.89
<u>RESTRICTED FUNDS</u>				
10	ARPA-COVID FUNDS	5,498,619.37	(80,936.71)	5,417,682.66
10	ENHANCED 911-WIRELESS	450,027.56	11,384.65	461,412.21
10	E911-RESERVE	133,100.90	16.91	133,117.81
10	SET ASIDE ACCOUNT	2,455,505.40	21,770.81	2,477,276.21
10	E-CITATION	27,897.97	843.17	28,741.14
10	MEDICAL COMPENSATION	284,734.72	705.10	285,439.82
10	BOA - LEASE PURCHASE	1,589,625.54	7,468.52	1,597,094.06
40	BOA - LEASE PURCHASE	3,292,602.96	15,469.59	3,308,072.55
70	NARCOTICS FUND	11,246.13	1.43	11,247.56
70	TASK FORCE	<u>2,148.18</u>	<u>0.27</u>	<u>2,148.45</u>
TOTAL	RESTRICTED FUNDS	13,745,508.73	(23,276.26)	13,722,232.47
TOTAL ALL FUNDS		\$ 22,851,897.77	\$ 334,971.59	\$ 23,186,869.36

UNRESTRICTED FUNDS - ACCOUNTED FOR AS FOLLOWS:

PETTY CASH	\$ 2,500.00
VIP ACCT - GOLF SALE PROCEEDS	949,260.15
VIP ACCTS - UNRESTRICTED	2,090,059.71
LGIP ACCT - UNRESTRICTED	1,079,445.51
CHECKING ACCT-BENCHMARK-AIRPORT	296,255.47
CHECKING ACCOUNT-BENCHMARK-UNRESTRICTED	<u>5,047,116.05</u>
TOTAL UNRESTRICTED FUNDS	\$ 9,464,636.89

RESTRICTED FUNDS - ACCOUNTED FOR AS FOLLOWS:

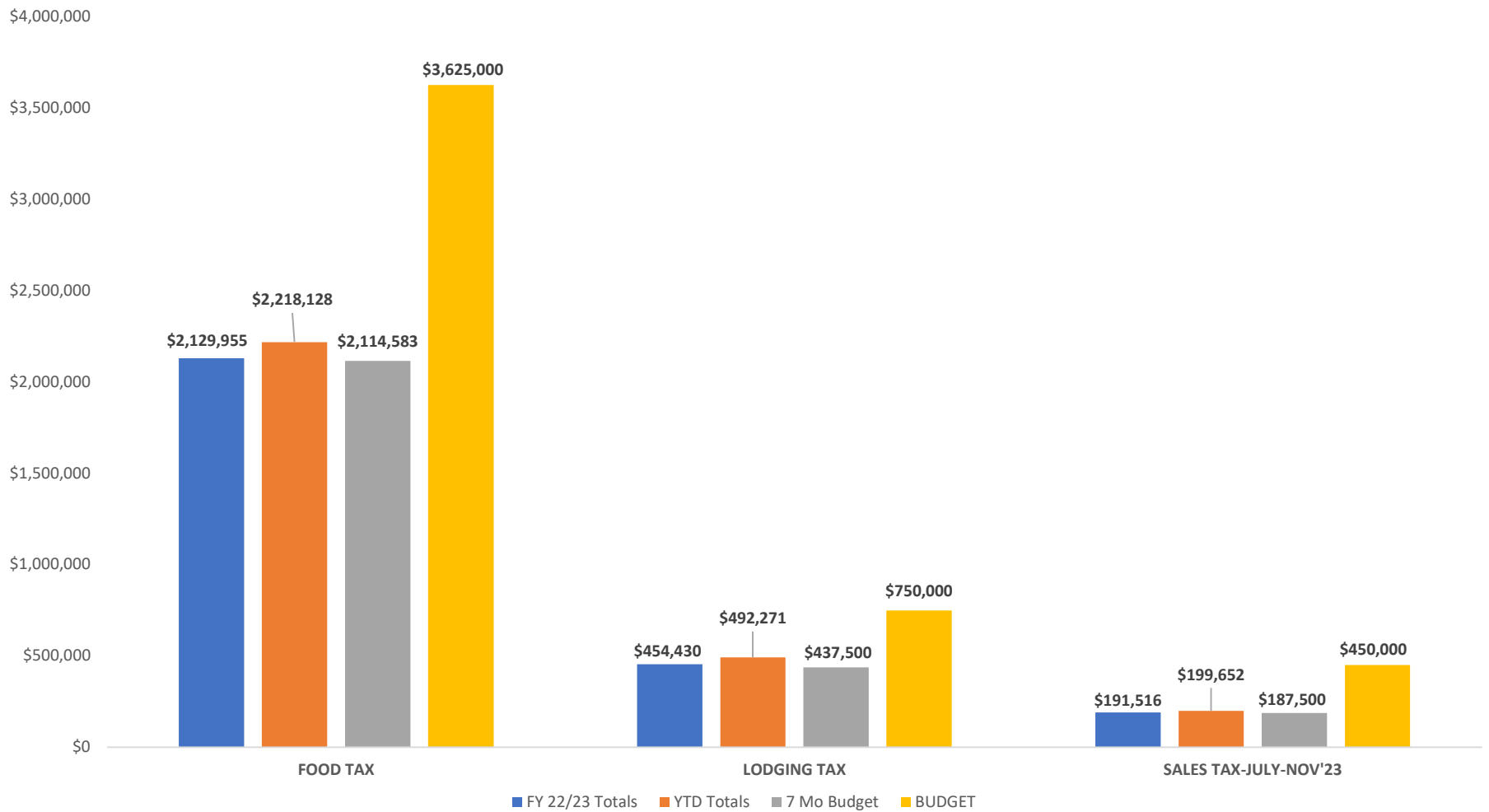
LGIP ACCT - ARPA -COVID FUNDS	\$ 5,417,682.66
MONEY MARKET - BENCHMARK - 911 WIRELESS	147,903.27
VIP ACCT - WIRELESS	313,508.94
INTEREST CHECKING-BENCHMARK-E911 RESERVE	133,117.81
INTEREST CHECKING-BENCHMARK-SET ASIDE ACCOUNT	1,046,855.54
LGIP ACCT - SET ASIDE ACCOUNT	999,574.61
VIP ACCT - SET ASIDE ACCOUNT	430,846.06
INTEREST CHECKING-FARMERS BANK-E-CITATION ACCOUNT	28,741.14
INTEREST CHECKING-BENCHARK-MEDICAL COMPENSATION	285,439.82
VIP ACCT - BOA - LEASE PURCHASE	4,905,166.61
INTEREST CHECKING-BENCHMARK - NARCOTICS FUND-STATE	11,247.56
INTEREST CHECKING-BENCHMARK-TASK FORCE	<u>2,148.45</u>
TOTAL RESTRICTED FUNDS	\$ 13,722,232.47

RESPECTFULLY SUBMITTED:

Julie A. Moore

Julie A. Moore, CPA, CFE, CGFM

VARIABLE REVENUE - JANUARY 2024



JANUARY MONTHLY COST-RESCUE SQUAD

<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>
1/17/2024	Rescue 12	Bolts that fastend round effect lights on front passenger side are losse.	2	\$44.88			
8-Jan	Rescue 14	State inspection		\$20.00			
		Fuel Cost					\$1,557.45

Total Labor Cost	\$64.88
Total Material Cost	\$0.00
Total Equipment Cost	\$0.00
Total Fuel Cost	<u>\$1,557.45</u>
Total January	\$1,622.33

<u>YTD Total</u>	\$29,176.01
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Emailed 02/01/24

Year-to-Date Costs - Rescue Squad
July - June 2024

2023-2024

	<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	1,239.65	1,182.76	920.77	378.05	507.63	112.25	64.88	0.00	0.00	0.00	0.00	0.00	\$4,406.00
Materials	4,902.21	813.09	2,922.80	131.67	1,611.04	20.00	0.00	0.00	0.00	0.00	0.00	0.00	\$10,400.81
Equipment	310.00	310.00	310.00	310.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$1,240.00
Fuel	<u>2,028.25</u>	<u>2,312.09</u>	<u>1,993.70</u>	<u>1,816.51</u>	<u>1,645.40</u>	<u>1,775.80</u>	<u>1,557.45</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>\$13,129.20</u>
	\$8,480.11	\$4,617.94	\$6,147.27	\$2,636.23	\$3,764.07	\$1,908.05	\$1,622.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,176.01



Town of Farmville

Agenda Item Summary

MEETING DATE: February 14, 2024

ITEM NUMBER: 12.a. – Request Adoption of Resolution No. 2024-02-01, Amend the Town Budget for Fiscal Year July 1, 2023 - June 30, 2024

BACKGROUND: The Town entered into a Lease Purchase Agreement on December 27, 2023, for the ABM Project. The lease purchase revenue and expenditure needs to be added to the Town's fiscal year July 1, 2023 through June 30, 2024 budget for the general fund and water fund.

A Public Hearing is scheduled for February 14, 2024.

RECOMMENDATION: Adopt Resolution No. 2024-02-01

FISCAL IMPACT: Authorizes the Finance Director to amend the revenue and expenditures for \$1,594,109.46 in the General Fund and amend the revenue and expenditures for \$3,301,890.54 in the Water Fund for the ABM Project's lease-purchase agreement.

ATTACHMENTS:

1. Resolution No. 2024-02-01 ABM Budget Amendment

RESOLUTION #2024-02-01

BUDGET AMENDMENT

To amend the Town Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024 in a total amount of \$30,454,150. To record revenue and expenditures related to the use of Bank of America Lease Purchase for the ABM Project for the FY 2023-2024 Budget in the aggregate amount of \$4,896,000.

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

That additional revenue and expenditure in the amount of \$4,896,000 be added to the FY 2023-2024 Budget so that the amended total of the Town of Farmville's FY 2023-2024 budget shall be \$35,350,150; and

BE IT FURTHER RESOLVED THAT \$4,896,000 shall be appropriated by the Town of Farmville as follows:

- Lease purchase revenue and expenditure for the ABM Project in the general fund - \$1,594,109.46
- Lease purchase revenue and expenditure for the ABM Project in the water fund - \$3,301,890.54

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 Pairt _____.

The Honorable John Hardy _____.

The Honorable Donald L. Hunter _____.

The Honorable Adam Yoelin _____.



Town of Farmville

Agenda Item Summary

MEETING DATE: February 14, 2024

ITEM NUMBER: 12.b. – Request Approval of the Planning Commission 2023 Annual Report

BACKGROUND: Section 15.2-2221 of the Code of Virginia states that the local planning commission shall:

"5. Make recommendations and an annual report to the governing body concerning the operation of the commission and the status of planning within its jurisdiction;"

RECOMMENDATION: Approve the Planning Commission 2023 Annual Report as presented.

FISCAL IMPACT:

ATTACHMENTS:

1. 2023 Planning Commission Report for Town Council 1-26-2024

Report to the Farmville Town Council

Submitted by the Farmville Planning Commission

	Position	Address	Term Expiration	Ward
Jayne Johnson, CPC	Vice-Chairperson	1005 Seventh Avenue	June 30, 2026	A
Rhett L. Weiss, CPC	Member	809 Fourth Avenue	June 30, 2026	B
Cameron Patterson, CPC	Chairperson	420 Griffin Boulevard	June 30, 2025	C
Patrick Crute	Member	1402 Spottswood Drive	June 30, 2025	D
Jerry Davenport	Secretary	803 Bizzarre Street	June 30, 2025	E
Abigail O'Connor, CPC	Member	818 Creekwood Trail	June 30, 2025	At-large
Dr. John Miller, CPC	Member	309 Second Avenue	June 30, 2026	At-large

Appointments

- Cameron Patterson, CPC – Chairman
- Jayne Johnson, CPC – Vice Chairperson
- Jerry Davenport - Secretary

Meetings:

The Planning Commission held nine (9) meetings and one (1) work session in 2023.

2023 Work Items

The Planning Commission's workload in 2023 can be grouped into three categories of tasks: actionable items, professional development, and community engagement. The commission continues to benefit from staff education on timely topics such as Planned Unit Developments, ethics, and other items. We are scheduling a joint training with the Board of Zoning Appeals in 2024. Additionally, the commission supported public outreach efforts on relevant topics including building/construction permit process, and PUD's. The following includes the planning commission's actionable items:

- Reviewed and approved POD22-004. Specialty food store (ice cream) located on the east line of East Third Street at its intersection with Hylawn Avenue on parcel 0023A09(20)00-012.
- Reviewed the language and adopted a resolution to initiate Floodplain Ordinance Amendments ZTA23-001 and 002.
- Participated in a Community Engagement Session on January 12, 2023, at the Moton Museum regarding Planned Unit Development. Had sessions on February 13, 2023 and March 28, 2023.
- Reviewed and approved CUP22-003, for a conditional use permit to allow a (1) story, one hundred sixteen (116) unit, 19,870 square foot mini-warehouse (self-storage building per town code section 29-13.c.c)

Report to the Farmville Town Council Submitted by the Farmville Planning Commission

- Reviewed and deferred CUP23-001. Request to locate a convenience store in the R-1 low density residential district. The applicant decided not to move forward with the request.
- Participated in a Work Session regarding Planned Unit Developments (PUD's)
- Reviewed and recommended approval for case CUP23-002 a conditional use permit request 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.
- Reviewed and recommended approval for case CUP23-003: A Conditional use permit request to allow for an accessory dwelling unit. The 0.573 site is located at 801 Milnwood Road on parcel number 0023A14(0A)00-008.
- Reviewed and recommended an amendment REZ23-001. The site is located on the 300 block of Meriwood Farm Road and consists of parcel numbers 0037000(0A)00-969B, 0037000(0A)00-061, and 0037000(0A)00-062
- Reviewed and recommended site plan approval for POD23-002. The site is located on the east line of Layne Street on parcel 0022000(0A)00-088C.

2024 Proposed Actions by Planning Commission and Requests to the Town Council

- Review zoning amendment, rezoning, conditional use permit requests and/or other issues that may be referred to the Planning Commission by Town Council.
- Review the Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance and make necessary recommendations to Town Council for any needed updates.
- Continue the in-house professional development training with staff guidance on topics relevant to upcoming agenda items as well as trends in municipal planning. We ask that Town Council support this endeavor where appropriate financially.
- Request that Town Council continue to budget for two Planning Commissioners to attend the Certified Planning Commissioner Program that is conducted through the Land Use Education Program (LUEP) at Virginia Commonwealth University. Staff estimates that the cost for two commissioners in 2024 would be \$2,000.
- Request that Town Council budget \$875 for stipends for five Planning Commission work sessions as needed. Given the continued scope involved in recent and perspective topics we believe that this request is appropriate.
- Prepare and submit the 2024 annual report to Town Council.

Report to the Farmville Town Council

Submitted by the Farmville Planning Commission

On behalf of the Farmville Planning Commission, I'm pleased to provide the Commission's annual report for calendar year 2023. We would like to thank Town Council for allowing us the opportunity to serve and for the support that you provide as we serve as an advisor to Council in planning for the Town's future.



Town of Farmville

Agenda Item Summary

MEETING DATE: February 14, 2024

ITEM NUMBER: 12.c. – Request Approval of the 2023 Board of Zoning Appeals Annual Report

BACKGROUND: Pursuant to Code of Virginia 15.2-2308:

C. "... The board shall keep a full public record of its proceedings and shall submit a report of its activities to the governing body or bodies at least once each year."

RECOMMENDATION: Approve the Board of Zoning Appeals 2023 Annual Report as presented.

FISCAL IMPACT:

ATTACHMENTS:

1. BZA 2023 Annual Report 1-26-2024



Board of Zoning Appeals

2023 ANNUAL REPORT TO THE TOWN COUNCIL

Section 15.2-2308 of the Code of Virginia states:

The board shall keep a full public record of its proceedings and shall submit a report of its activities to the governing body or bodies at least once each year.

Members

Pam Butler

Term Expires: 12/31/2025

Penny Pairet

Term Expires: 12/31/2025

Cam Patterson

Term Expires: 2/28/2026

Sam Carey

Term Expires: 5/31/2026

Zachary Preston

Term Expires: 2/28/2027

Appointments

Pam Butler – Chairperson

Penny Pairet – Vice Chairperson

Meetings

The Board of Zoning Appeals met twice in the calendar year 2023.

2023 Cases

- BZA23-001-VAR – request for a 16-foot variance to the 35-foot required front yard setback in the R-3 High Density Residential District as stated in Section 29-22.b (Table 2), to construct an addition to an existing single family residential dwelling. Members voted unanimously to approve variance request BZA23-001-VAR.

Goals and Objectives for the Coming Year

- Hold a joint meeting with the Planning Commission for in-house professional development training with staff guidance on topics relevant to upcoming agenda items as well as trends in municipal planning.

- Request that Town Council continue to budget for two Board of Zoning Appeals members to attend the Certified Board of Zoning Appeals Program that is conducted through the Land Use Education Program (LUEP) at Virginia Commonwealth University. Two members have completed the training (Butler and Pairet). Staff estimates that the combined cost for two commissioners in 2024 would be \$2,000.
- Prepare and submit the 2024 annual report to Town Council.



Town of Farmville

Agenda Item Summary

MEETING DATE: February 14, 2024

ITEM NUMBER: 12.d. – Request Adoption of Resolution No. 2024-02-02, Authorizing the Finance Director to write off \$553.32 in Real Estate and Personal Property Taxes including penalties and interest

BACKGROUND: At the February Council work session, the Finance Director presented the Real Estate and Personal Property Taxes that must be written off. These consist of Real Estate taxes that need to be written off from TACs (Taxing Authority Consulting Services), which are past the statute of limitations to collect.

RECOMMENDATION: Adopt Resolution No. 2024-02-02 Authorizing the Finance Director to write off \$553.32 in Real Estate and Personal Property Taxes, including penalties and interest.

FISCAL IMPACT: The amounts are to be written off as follows:

- \$10.09 in Real Estate Taxes, including penalties and interest,
- \$543.23 in Personal Property Taxes, including penalties and interest

ATTACHMENTS:

1. FY24 Write Offs
2. Resolution No 2024-02-02

2003 Real Estate Taxes to be written off

Insrt/Dc-Blk/Lot	Owner Name	Property Location	Pro/Lie (Prin + Penalty/Int)		Pro/Lie 2003	
			Balance	Prn	Balance	Balance
023-A7-7 -11- 5	BOLDING TOM & IDA	HILL STREET	10.09		2.80	7.29

2017-2018 Personal Property to be written off

Account Id	Name	2017 Principal	2017 Interest	2017 Penalty	2018		2018		Total Balance
					Principal	Interest	2018 Penalty		
00001043	EDWARDS AUTO DETAILING INC	0.00	0.00	0.00	10.50	6.36	1.06		17.92
00001119	TREE WOODARD TREE EXPERTS	0.00	0.00	0.00	5.42	3.38	0.00		8.80
00006068	FARMVILLE MOTORS	92.62	72.37	9.26	88.12	56.68	8.81		327.86
00006884	PREMIER PEST CONTROL LL	0.00	0.00	0.00	108.38	69.43	10.84		<u>188.65</u>
									543.23

2003 Real Estate Taxes	\$10.09
2018 PP Taxes Delinquent	<u>\$543.23</u>
Total To be Written Off	\$553.32

Resolution No. 2024-02-02

Authorization for the Finance Director to write-off \$553.32 in Real Estate and Personal Property Taxes including penalties and interest as presented to Council.

WHEREAS, the Farmville Town Council, at its Work Session on February 7, 2024, discussed the write-off of delinquent real estate and personal property taxes; and

WHEREAS, authorization for the Finance Director to write-off \$553.32 in Real Estate and Personal Property Taxes including penalties and interest as presented to Council; and

WHEREAS, the combined total for the uncollectible Real Estate and Personal Property Taxes are \$553.32; and

WHEREAS, it has been verified that the Real Estate and Personal Property Taxes are uncollectible.

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

1. Authorization for the Finance Director to write-off \$10.09 in Real Estate Taxes including penalties and interest, and \$543.23 in Personal Property Taxes including penalties and interest, as presented to Council.
2. That this Resolution shall be in full force and effect upon its approval.

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 F. Hardy _____.

The Honorable Donald L. Hunter

_____.

The Honorable Adam Yoelin

_____.