

REGULAR MEETING OF THE FARMVILLE TOWN COUNCIL
HELD ON MAY 8, 2024

At the regular meeting of the Farmville Town Council held on Wednesday, May 8, 2024, 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, Daniel Dwyer, Adam Yoelin, Donald Hunter, and John Hardy.

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

Mayor Vincent called the meeting to order and welcomed all in attendance and everyone watching online.

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

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

ADOPTION OF AGENDA

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

DECLARATION OF PERSONAL INTEREST

There were no declarations of personal interest made.

NATIONAL CITIES, TOWNS AND VILLAGES MONTH PROCLAMATION

Mayor Vincent read the signed proclamation and made an acknowledgement of Vice-Mayor Reid’s active involvement in the Virginia Municipal League being instrumental in his involvement with the National League of Cities. Appreciation was expressed for Mr. Reid’s leadership.

National Cities, Towns and Villages Month

Whereas, the National League of Cities was founded in 1924 in Lawrence, Kansas, as the American Municipal Association by state municipal leagues seeking more coordination and national representation as cities, towns, and villages expanded rapidly;

Whereas, the nonpartisan National League of Cities is the oldest and largest organization representing municipal governments throughout the United States, representing the interests of more than 19,000 cities, towns, and villages across the country;

Whereas today, the National League of Cities works in partnership with 49 state municipal leagues across the country to strengthen local leadership, drive innovation, and influence the federal policies that impact local programs and operations;

Whereas, as the voice of cities, towns, and villages in Washington, DC, the National League of Cities has successfully championed federal legislative solutions that support municipalities and has worked closely with Congress and the Executive Branch to educate policymakers on the realities of local implementation;

Whereas, Farmville is a proud member of the National League of Cities, and has benefited from the organization's research, technical expertise, federal advocacy, and opportunities to learn from other local governments;

Whereas, local governments are the bedrock of American democracy, providing 336 million residents with the most accountable, responsive, inclusive, ethical, and transparent government in the world;

Whereas, from the nation's smallest villages to its largest cities, America's local governments have been essential in transforming the United States of America into the greatest, most influential nation in world history;

Whereas, Farmville was first incorporated in 1833 and is proudly served today by the Mayor and Town Council and a municipal workforce of 153 dedicated public servants;

Now, therefore, be it resolved that I, Brian R. Vincent, the Mayor of Farmville, Virginia, do hereby proclaim May 2024 as **National Cities, Towns, and Villages Month** in celebration of America's local governments and the National League of Cities' historic centennial anniversary.

Mayor

Mayor Vincent opened the public hearing period.

PUBLIC HEARING NOTICE

The Farmville Town Council will hold a public hearing at 6:00 PM on Wednesday, May 8, 2024, in the Council Chamber of the Town Hall located at 116 North Main Street, Farmville, VA. The purpose of the public hearing is to hear citizen comments on the following matters:

- **Ordinance No. 228 - Amending Sections 15-122, 15-123, 15-127, 15-130, 15-131, 15-135 and deleting Sections 15-126 and 15-131 of Division 3 of Article III of Chapter 15 – Motor Vehicles and Traffic.**
- **Ordinance No. 229 - Amending Article III of Chapter 15 – Motor Vehicles and Traffic by adding Article V – Operation of Golf Carts and Utility Vehicles to include Sections 15-160 through 169.**

Full texts of the proposed ordinance amendments are available by contacting the Clerk of Council at (434) 392-9465 and online at www.farmvilleva.com.

Farmville Town Council will consider the amendments following the Public Hearings. Any person(s) wishing to comment on the above matters should plan to attend this meeting or submit written comments. Please email Mary McKay at mmckay@farmvilleva.com or mail written comments to PO Drawer 368, Farmville, VA 23901, to arrive by 4:00 PM on Wednesday, May 8, 2024.

Questions and comments regarding the proposed ordinance amendments 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 – ORDINANCE NO. 228 –AMENDING SECTIONS 15-122, 15-123, 15-127, 15-130, 15-131, 15-135 AND DELETING SECTIONS 15-126 AND 15-131 OF DIVISION 3 OF ARTICLE III OF CHAPTER 15 – MOTOR VEHICLES AND TRAFFIC

Hunter Watson, resident of 805 First Avenue, was present to voice his opposition to the proposed changes concerning the parking meters. Increasing the parking meter charges and making tough penalties would keep people from coming downtown. Mr. Watson heard about the difficulty in getting some people to pay for their tickets and thinks that those fines should be imposed on them. He stated if the plan is approved and \$50 tickets start being issued, there will be people coming to see the Council. He asked Council members to rethink the entire plan.

Brad Watson, business owner 101 N. Main Street for 30 years, followed his father's viewpoint and also expressed opposition to the proposed changes. Mr. Watson mentioned the proposed plan to increase the fines for non-payment by double increments every two weeks seems excessive. He gave examples of one of his clients receiving a \$50 ticket because they stayed too

long in his office, that they may not want to come back, and an out-of-town patron to Green Front Furniture receiving a \$50 ticket may think twice before coming back to Farmville. He mentioned the poor mail delivery when the fine is being paid and that there is a good chance it won't arrive in a two-week timeframe and then be doubled. He hopes Council members will not approve the proposed plan.

Kim Boswell, resident of 704 First Avenue, remarked that he and his wife moved to Farmville 13 years ago and never thought of this community as a tourist trap until fees began to be introduced. He asked the Council to give due consideration to this and thinks the Council should vote against the change in the parking meters. He continued noting an issue with the punitive measure after 15 days if the fine is not received, with the known problems of the postal system. Mr. Boswell concluded by noting that there are many ways that revenue could be increased in the community.

Jacob Romaine, President of the Farmville Downtown Partnership, addressed the Council to convey the thoughts of some of the downtown business owners concerning the parking fines. He noted the number one concern with the proposed ordinance is that it seems a bit excessive, and that he wanted to make Council members aware that a lot of calls and emails have been fielded concerning the issue.

With no one else signed up or wishing to speak on Ordinance No. 228, the public hearing was closed.

PUBLIC HEARING – ORDINANCE NO. 229 – AMENDING ARTICLE III OF CHAPTER 15 – MOTOR VEHICLES AND TRAFFIC BY ADDING ARTICLE V – OPERATION OF GOLF CARTS AND UTILITY VEHICLES TO INCLUDE SECTIONS 15-160 THROUGH 169

Lori Blackwood with the Longwood University Real Estate Foundation addressed the Council concerning the Golf Carts for Longwood University. Ms. Blackwood reported the new building under construction at the old Lumber Yard location will house the campus planning and construction facilities as well as housekeeping and will free up academic space. A request was made for staff to be allowed to cross a specific route, solely Main Street at McDonald's, to carry equipment and tools back and forth to campus. Ms. Blackwood thanked the Town Council for their consideration of the proposed ordinance.

With no one else signed up or wishing to speak on Ordinance No. 229, the public hearing was closed.

PUBLIC COMMENT PERIOD

Anastasiia Cifers, President of the Cifers Foundation and owner of 201 N. Main Street, addressed the Council to offer an invitation to an Open House on May 23, 2024. Ms. Cifers expressed appreciation for cooperation with the downtown partnership and hopes for the opportunity to discuss opening Farmville's first Business Center. She also reported on the USAID project, an international agency which promotes cooperation between localities around the world. This project could be for Farmville to partner with a city or town in Ukraine to exchange best practices. Ms. Cifers reported being from Ukraine and appreciates the support of the American people.

Sarah Spears, Better Days Southside Virginia, reported previously addressing the Council in January 2023 to provide an overview of Better Days Farmville and its mission that no child in southside Virginia sleep without their own bed and that every home be functional. To date, 170 families and almost 370 children have been provided beds to sleep in. The non-profit organization has had problems with storage, and recently lost their rental space. Council members are scheduled to vote during the May 8, 2024, meeting to allow Better Days Southside Virginia the opportunity to lease the former FACES building. Ms. Spears reported on a recent donation of 217 twin mattresses and advised not being able to take those mattresses without the lease approval. A thank you was expressed to Council members for helping them continue their mission.

Kim Boswell addressed the Council concerning the speeding traffic on First Avenue. Appreciation was also expressed for the efforts to slow the traffic on Griffin Boulevard. Mr. Boswell stated he wants the traffic to be looked at on the Avenues before someone is hurt, as there are many new families with young children in the neighborhood. His suggestion was to place three sets of four-way stop signs on First and Second Avenues to slow down the traffic and he thinks making signage that says this process is changing, would be of benefit to the community.

Heinz Jones addressed the Council and reported on his plan to renovate the property on One Mill Street that he and his wife purchased approximately two years ago. Mr. Jones advised he is interested in an Industrial Revitalization Fund (IRF) grant from the Department of Housing and Community Development and is unsure of the process for the grant application. He introduced the idea in hopes that the town would sponsor their project, and reported on the May 31, 2024, due date.

CONSENT AGENDA

Mr. Hunter made a motion to approve the Consent Agenda as presented, seconded by Mr. Dwyer, with all in favor stating “aye”, the motion passed. The Consent Agenda includes the draft minutes of the April 3, 2024, Work Session and the April 10, 2024, Regular Council Meeting.

FINANCE REPORT

Mr. Reid made a motion to approve the Finance Report as presented, seconded by Mr. Yoelin, and with all in favor stating “aye”, the motion passed.

BACKGROUND:

Finance Director Julie Moore provided the April 2024 report. There was \$16,605.98 earned for the ABM project and this income will go towards future payments on the project. A total of \$16,003.17 was earned in April at the Virginia Investment Pool (VIP), making a total earned of \$162,710.40 so far with VIP for fiscal year 2024. There was a total earned of \$21,638.02 for April in the sweep accounts with Benchmark Community Bank, for a total of \$176,196.45 so far for fiscal year 2024. There is earned income in April of \$33,794.19 from investing at the Local Government Investment Pool (LGIP), with a total earned at LGIP of \$358,485.66 so far in fiscal year 2024. The total earned income for April 2024 was \$71,435.38, excluding income received for the ABM project. Council members were provided with the Retail Sales Report showing 2023 and the four preceding years. Ms. Moore reported overall there was slight growth in calendar year 2023, which is positive considering inflation and interest rates.

Town Manager Davis acknowledged the Finance Director and all the staff who made purchases through the established purchasing guidelines which go into the overall financial audit. For the second year, the Town of Farmville has received a Certificate of Excellence in Financial Reporting from the Government Finance Officers Association (GFOA). Mayor Vincent expressed congratulations on the achievement.

REQUEST ADOPTION OF RESOLUTION NO. 2024-04-01 FY 2024-2025 TOWN BUDGET

Mr. Hardy made a motion to adopt Resolution No. 2024-04-01 FY 2024-2025 Town Budget, seconded by Mr. Dwyer, and with a recorded vote of Council members Reid, Dwyer, Yoelin, Hunter, Hardy, and Amos voting “yes”, the motion passed.

BACKGROUND: The proposed FY 2024-2025 Town Budget and Capital Improvement Plan was presented to the Council at the March 13, 2024, Regular Council Meeting, and brought forward for questions and discussion at the April 3, 2024, Work Session. A Public Hearing was held at the April 10, 2024, Regular Council Meeting. The 2024-2025 Town Budget includes a real estate tax

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

Resolution No. 2024-04-01

Approving the Town of Farmville Fiscal Year 2024-2025 Proposed Budget

WHEREAS, the Town Council has held the required public hearing on the Town of Farmville Fiscal Year 2024-2025 Proposed Budget; and

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

BE IT RESOLVED BY THE TOWN OF FARMVILLE TOWN COUNCIL:

1. The Town of Farmville Fiscal Year 2024-2025 Proposed Budget is hereby approved and adopted.
2. This resolution shall be in full force and effect on July 1, 2024.

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 Pairer _____.

The Honorable John Hardy _____.

The Honorable Donald L. Hunter _____.

The Honorable Adam Yoelin _____.

REQUEST ADOPTION OF RESOLUTION NO. 2024-04-02 FIVE-YEAR CAPITAL IMPROVEMENT PLAN

Mr. Dwyer made a motion to adopt Resolution No. 2024-04-02 Five-Year Capital Improvement Plan, seconded by Mr. Hunter, and with a recorded vote of Council members Dwyer, Yoelin, Hunter, Hardy, Amos, and Reid voting “yes”, the motion passed.

BACKGROUND: The proposed FY 2024-2025 Town Budget and Capital Improvement Plan was presented to the Council at the March 13, 2024, Regular Council Meeting, and brought forward for questions and discussion at the April 3, 2024, Work Session. A Public Hearing was held at the April 10, 2024, Regular Council Meeting.

Resolution No. 2024-04-02

Approving the Town of Farmville Fiscal Year 2025-2029 Capital Improvement Plan

WHEREAS, the Town Council has considered the proposed Town of Farmville Fiscal Years 2025-2029 Capital Improvement Plan, describing and defining projected capital expenditures for all Town departments for the next five years; NOW THEREFORE,

BE IT RESOLVED BY THE TOWN OF FARMVILLE TOWN COUNCIL:

1. The Town of Farmville Fiscal Years 2025-2029 Capital Improvement Plan is hereby approved.
2. This resolution shall be in full force and effect on July 1, 2024.

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 _____.

**REQUEST APPROVAL FOR ADDITIONAL SERVICES FOR FARMVILLE ASSET
MANAGEMENT INVENTORY**

Mr. Hunter made a motion to approve additional services for Farmville Asset Management Inventory, seconded by Mr. Hardy, and with a recorded vote of Council members Yoelin, Hunter, Hardy, Amos, Reid, and Dwyer voting “yes”, the motion passed.

BACKGROUND: Town Manager Davis asked Council members to recall from the last Council Retreat a discussion about having an asset management plan for the town’s water and sewer infrastructure with a reported projected cost of approximately \$250,000. It was mentioned that Hurt & Proffitt won the bid with an award made well below that amount. It was thought there was more in-house information that could be provided. The cost is nearing the \$250,000 figure for the work needed to finish the plan. Once complete, all the information will be located on the town’s GIS system allowing for updates as installations are made and better recordkeeping of the town’s infrastructure.

Mayor Vincent added that from the Council Retreat, it was decided to utilize roughly eight percent of the ARPA funding received towards aboveground amenities such as the Splash Pad, with the remainder going towards assessing the aging water and sewer infrastructure.

**REQUEST ADOPTION OF ORDINANCE NO. 228-CHAPTER 15 AMENDING PARKING
METER DIVISION**

Mrs. Amos made a motion to send Ordinance No. 228 back to Work Session to work on the fees, seconded by Mr. Dwyer, and with all in favor stating “aye”, the motion passed.

BACKGROUND: The Town Manager reported at the March 6, 2024, Work Session about the need to update the parking meter ordinance as the parking meters are being upgraded. A proposed ordinance was brought forward for discussion at the April 3, 2024, Work Session. A Public Hearing was held on May 8, 2024.

Mayor Vincent advised that the parking meter fee increase to \$1.00 was passed previously by Council with the approval of the ABM project for the efficiency and improvement of the parking and water meters. The topic currently on the table is the parking violation fines.

Several Council members provided input on the topic.

Mr. Dwyer reported receiving some feedback on the degree of the fine increase and thinks the increase of the fine should be closer to the \$30-\$35 range and that he'd be comfortable at either one of those points doubling that amount for late payment. He added the \$30 figure would be very friendly.

Mr. Hunter mentioned that he thinks the time limit on the fine needs to be revisited. He has no problem with reducing the amount but thinks something is needed to draw attention due to people saying they come downtown and are tired of riding the block and not having a place to park. The same vehicles are routinely overparked in areas and nothing is being done.

Mayor Vincent made an inquiry to the Town Manager if another public hearing would be needed if the penalty timeframe was adjusted. He mentioned also if the Council were to adjust the fine lower, a public hearing would not have to be reissued but would if the fine went higher.

Clarification was made by the Town Manager. When a public hearing is advertised and there is a draft ordinance, the public is due an opportunity to provide comment if what has been advertised is going to be enhanced.

Mr. Dwyer asked if the payment must be postmarked within that timeframe and added that being reasonable, or must it be received by the 15-day timeframe.

Mr. Hunter added his thoughts that the timeframe should be 30 days before the amount increases.

Town Manager Davis provided the wording on the proposed ordinance in regard to the timeframe and asked the Finance Director if most people pay by credit card or if payment is received by mail. It was noted that most payments are received in person.

Mr. Hardy mentioned that he expects in-person payments are made but then a parking spot is needed on Main Street to come into the town hall to make the payment.

Town Manager Davis provided clarification of several items:

- The Town is not trying to generate more revenue from increasing parking meter fines.
- There are some who do not follow the law of a minimum of a two-hour period and a lot of them are business owners on Main Street and others don't want to pay 25 cents and will take their chances on receiving a \$25 ticket.
- This was to be a method of not wanting a \$50 ticket so a driver would pay the parking meter fee instead.
- The \$1.00 fee is because the town is getting new parking meters that will allow for payment by credit card or phone app.
- 25 cents for 30 minutes will not pay the cost of the new parking meter or the associated fees.
- \$30,634 was earned last year on parking fines and will not break the budget if it goes away totally.
- There needs to be a recourse for someone who breaks the law.

Mayor Vincent thanked all for attending in-person and participating.

REQUEST ADOPTION OF ORDINANCE NO. 229-GOLF CART LONGWOOD UNIVERSITY

Mr. Hunter made a motion to adopt Ordinance No. 229-Golf Cart Longwood University with the changes that were made, seconded by Mrs. Amos, and with a recorded vote of Council members Hardy, Amos, Reid, Dwyer, Yoelin, and Hunter voting "yes", the motion passed.

BACKGROUND: Longwood University's new facilities building on Fourth Street is nearing completion. The Town of Farmville has been asked to develop an ordinance to allow the University's employees to cross the roadway with golf carts to campus. The topic was brought up for discussion at the March 6, 2024, Work Session, with a proposed ordinance discussed at the April 3, 2024, Work Session. The Council requested a change in wording that there be a blinking strobe added on the top of the vehicle. A Public Hearing was held on May 8, 2024.

Mr. Dwyer mentioned a previous request from a resident concerning the usage of golf carts. He believes an exception needs to be made in this case with a very short crossing in a 25-mph zone only and in a well-lit golf cart with flashing lights.

ORDINANCE NO. 229

Amending Article III of Chapter 15 – Motor Vehicles and Traffic by adding Article V – Operation of Golf Carts and Utility Vehicles to include Sections 15-160 through 169.

THE TOWN OF FARMVILLE HEREBY ORDAINS:

1. That Article III of Chapter 15 – Motor Vehicles and Traffic be amended by adding Article V – Operation of Golf Carts and Utility Vehicles to include Sections 15-160 through 169 of the Town of Farmville Town Code as follows:

ARTICLE V. OPERATION OF GOLF CARTS AND UTILITY VEHICLES

Sec. 15-160. Definitions.

Golf cart, for the purposes of this article, means a self-propelled vehicle that is designed to transport persons playing golf and their equipment on a golf course.

Utility vehicle, for the purposes of this article, means a motor vehicle that is:

- (1) Designed for off-road use;*
- (2) Powered by a motor; and*
- (3) Used for general maintenance, security, agricultural, or horticultural purposes.*

"Utility vehicle" does not include riding lawn mowers.

Sec. 15-161. Prohibited uses.

No golf cart or utility vehicle may be operated in the Town on any public highway or any portion of any public highway, except as specifically authorized and designated by this article or any duly adopted amendment thereto.

Sec. 15-162. Authorized uses.

The operation of golf carts and utility vehicles is authorized on designated highways, subject to the following limitations and obligations:

- (1) *Golf carts and utility vehicles may only be operated on designated highways. Designated highways include the portion of Putney Street west of and beginning at the entrance of Mid-Town Square to the intersection of Putney Street and N. Main Street. Golf carts and utility vehicles may cross N. Main Street at the controlled intersection to enter Redford Street. Any operation of golf carts and utility vehicles outside of the highways designated herein shall be unlawful.*
- (2) *Golf carts and utility vehicles may only be operated by designees of Longwood University who are acting in the course of their assigned duties.*
- (3) *No person shall operate any golf cart or utility vehicle on the designated highways, unless he has a valid driver's license in his possession.*
- (4) *Every golf cart or utility vehicle, whenever operated on designated highways, shall display a slow-moving vehicle emblem in conformity with Code of Virginia, § 46.2-1081, 1950, as amended.*
- (5) *Golf carts and utility vehicles shall be operated on designated highways only between sunrise and sunset, unless equipped with such lights as are required in Code of Virginia, Article 3 (§ 46.2-1010 et seq.) Chapter 10, 1950, as amended, for different classes of vehicles.*
- (6) *Golf carts and utility vehicles shall be marked in Longwood University markings and have a blinking strobe on the top of the vehicle while in operation on the designated highways.*
- (7) *Golf carts and utility vehicles operating on designated highways shall be covered by an insurance policy or equivalent governmental plan of liability coverage. Such policy shall meet the minimum liability amounts contained in Code of Virginia, § 46.2-472, 1950, as amended, and shall provide coverage during the operation of the golf cart or utility vehicle on the designated highways. Proof of such insurance shall be maintained in such golf cart or utility vehicle at all times that such golf cart or utility vehicle is in operation on the designated highways.*
- (8) *Operators and passengers of any golf cart or utility vehicle operated on the designated highways shall comply with all applicable state and local laws and regulations pertaining to the consumption and possession of alcoholic beverages and illegal drugs or other illegal substances.*
- (8) *Golf carts and utility vehicles operated on the designated highways shall be operated in conformity with all applicable state and local laws and ordinances.*
- (9) *No person shall operate any golf cart or utility vehicle on the designated highways unless signs have been installed and maintained which alert motorists and pedestrians that golf carts and utility vehicles may be in operation. If such signs are not in place, it shall be unlawful to operate golf carts or utility vehicles on the designated highways until the signs are installed, repaired, or replaced. Pursuant to Code of Virginia, § 46.2-916.2(E), as the requesting entity, Longwood University has agreed to provide signs, and (when needed) replace signs, for the Town to install and maintain on designated highways. All signs must be approved in advance by the Town.*

Sec. 15-163. Penalties.

Any person who violates any provision of this article shall be guilty of a traffic infraction punishable by a fine of not more than \$250.00.

Sec. 15-164 – 169 Reserved

2. This ordinance shall be in full force and effect upon passage.

Approved: _____
Mayor

Attest: _____
Clerk of Council

I certify that the above ordinance was:

Adopted on _____.

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

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

The Honorable Sallie O. Amos _____.

The Honorable Daniel E. Dwyer _____.

The Honorable Tommy Pairet _____.

The Honorable Adam Yoelin _____.

The Honorable Donald L. Hunter _____.

The Honorable John Hardy _____.

**REQUEST APPROVAL OF PLAT OF SUBDIVISION SURVEY-HENRY ROWLETTE
(PLANK ROAD)**

Mrs. Amos made a motion to approve plat of subdivision survey-Henry Rowlette (Plank Road), seconded by Mr. Hardy, and with a recorded vote of Council members Amos, Reid, Dwyer, Yoelin, Hunter, and Hardy voting “yes”, the motion passed.

BACKGROUND: The Town Manager reported that the staff report has been provided and meets all requirements. The zoning code states if there is more than one parcel that the Council must approve the subdivision and passage was recommended.

**REQUEST ADOPTION OF RESOLUTION NO. 2024-05-01 NEW DELINQUENT MEALS
TAX POLICY**

Mr. Dwyer made a motion to adopt Resolution No. 2024-05-01 New Delinquent Meals Tax Policy, seconded by Mr. Reid, and with a recorded vote of Council members Reid, Dwyer, Yoelin, Hunter, Hardy, and Amos voting “yes”, the motion passed.

BACKGROUND: The Town Manager reported that the ordinance isn’t changing that allows meals tax to be collected or the rate of the meals tax. The proposed policy is for internal purposes and outlines the procedures and timeline for handling delinquent meals tax payments. It includes defined steps for courtesy follow-ups, formal notifications, and legal actions to ensure compliance and facilitate the recovery of owed taxes.

Resolution No. 2024-05-01

Approving the Delinquent Meals Tax Policy

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

1. The Town Manager and Finance Director are hereby authorized to implement the Delinquent Meals Tax Policy as provided in the attached document.
2. 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 Pairet _____.

The Honorable John F. Hardy _____.

The Honorable Donald L. Hunter _____.

The Honorable Adam Yoelin _____.

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**TOWN OF FARMVILLE
OPERATING POLICY MANUAL**

Chapter: Finance

DELINQUENT MEALS TAX POLICY

Section 1. PURPOSE

This policy outlines the procedures and timeline for handling delinquent meal tax payments within the Town of Farmville ("Town"). The intent is to establish a systematic approach for the timely collection of meal taxes, ensuring fiscal responsibility and adherence to Town ordinances governing tax collection. This policy provides clear guidelines for actions to be taken at specific intervals when meal tax payments are overdue, aiming to facilitate compliance and recovery of owed taxes while maintaining a constructive relationship with the business community.

Section 2. POLICY

The Finance Department is responsible for administering meal tax collection, including managing delinquent accounts. The following timeline and procedures have been established to address delinquency in meal tax payments:

1. **Monthly Due Date:** All reports and payments for meal taxes are due by the 20th of each month.
2. **Courtesy Follow-up:** If a report and payment have not been received by the 24th-25th of the month, the customer (business) will be contacted via a courtesy call and/or email by the Finance Department, reminding them of their obligation and inquiring about any issues preventing payment.
3. **Formal Notification:** By the 1st of the following month, delinquent businesses will receive a formal letter from the Finance Director. This letter will notify them of the delinquent return and provide a new deadline, the 20th of the subsequent month, to submit both the overdue and the current month's meal tax payments.
4. **Legal Notification:** If payment and reports are not received by the 20th of the second month, the Finance Department will escalate the issue to the Town Attorney. The Town Attorney will formally notify the business of delinquency, indicating potential legal actions for failure to comply.
5. **Final Steps:** After two additional weeks without compliance, the Finance Department will coordinate with the Farmville Police Department to discuss initiating legal action against the delinquent business.

Section 3. OBJECTIVES

- To ensure timely and complete collection of meal taxes owed to the Town.
- To maintain fiscal integrity and support the Town's financial stability through diligent tax collection efforts.
- To foster a cooperative and informed business community that is aware of their tax obligations and the consequences of delinquency.

**TOWN OF FARMVILLE
OPERATING POLICY MANUAL**

Chapter: Finance

DELINQUENT MEALS TAX POLICY

Section 4. PROCEDURES

- **Finance Department Responsibilities:**
 - Monitor meal tax payments and report submissions monthly.
 - Initiate courtesy follow-ups and send formal notifications as per the timeline.
 - Coordinate with the Town Attorney and the Farmville Police Department for escalating enforcement actions.
 - Maintain records of all communications and actions taken for each delinquent account.
- **Town Council:**
 - Review and approve the Delinquent Meals Tax Policy.
 - Stay informed on the effectiveness of the policy and any significant issues related to tax collection efforts.

This policy shall be reviewed annually to ensure its effectiveness and compliance with current laws and regulations governing tax collection within the Town.

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REQUEST ADOPTION OF RESOLUTION NO. 2024-05-02 REVISED SCOPE FOR SOUTH MAIN STREET AND GRIFFIN BLVD INTERSECTION IMPROVEMENT PROJECT

Mr. Hunter made a motion to adopt Resolution No. 2024-05-02 Revised Scope for South Main Street and Griffin Boulevard Intersection Improvement Project, seconded by Mr. Dwyer, and with a recorded vote of Council members Dwyer, Yoelin, Hunter, Hardy, Amos, and Reid voting “yes”, the motion passed.

BACKGROUND: VDOT Project Engineer Raina Rosado provided a presentation of the Smart Scale Project at the May 1, 2024, Work Session. The Town Manager reported on the discussion held at that meeting concerning the viability of the Green-T and an alternative intersection. This is in line with if the Green-T wasn’t selected, then the conventional method would be and spells out what that entails. This resolution was provided by VDOT to meet their requirements to change the scope but within the specified funding of the original smart scale approval.

RESOLUTION NO. 2024-05-02

A RESOLUTION FOR THE COUNCIL OF THE TOWN OF FARMVILLE, VIRGINIA AS AN ENDORSEMENT OF THE REVISED SCOPE FOR SOUTH MAIN STREET (ROUTE 15) AND GRIFFIN BLVD INTERSECTION IMPROVEMENT PROJECT

WHEREAS, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a Resolution be received from the Town of Farmville requesting the following revised scope for UPC: 119386: Resurface South Main Street (Route Bus. 15) extending from Sanford Street to north of Griffin Blvd., restripe NB shared left/thru lane to a dedicated left turn lane, right lane continues to operate as a thru lane. Construction of a 5 ft. wide concrete sidewalk and associated handicap ramps and pedestrian signals. Signal replacement and modification to signal timings to implement an overlap phase for NB left turns and EB right turns and some proposed signal phasing to address crash conflicts at the referenced intersection (“Project”); and

NOW, THEREFORE, BE IT RESOLVED, that after considering the impacts to the community and safety for the traveling public in this area, the Town of Farmville fully endorses the revised scope and the continued development of this Project; and

BE IT FURTHER RESOLVED, that if the Town of Farmville, Virginia, subsequently elects to cancel this project, the Town agrees to reimburse the Virginia Department of Transportation (“VDOT”) for the total amount of costs expended by VDOT through the date it is notified of such cancellation.

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 Pairt _____.

The Honorable John Hardy _____.

The Honorable Donald L. Hunter _____.

The Honorable Adam Yoelin _____.

REQUEST APPROVAL OF PROPERTY LEASE WITH BETTER DAYS SOUTHSIDE VIRGINIA

Mr. Reid made a motion to approve the property lease with Better Days Southside Virginia, seconded by Mr. Hunter, and with a recorded vote of Council members Yoelin, Hunter, Hardy, Amos, Reid, and Dwyer voting “yes”, the motion passed.

BACKGROUND: Town Manager Davis gave credit to Council member Tommy Pairt for bringing this topic forward. Mr. Pairt had some contact with this organization and knew the trouble they were having in finding spaces. The town has one available place which is the old Wilson Oil building and former FACES location. The organization is aware of the flood area, and

the rent is only to pay the water, sewer, and electric bills. This is the same lease previously provided to Habitat for Humanity for another building the town owns near Wilck's Lake.

TOWN MANAGER'S REPORT

- Spring Cleanup Results - a total collection of 36.43 tons of trash was reported. Appreciation was expressed for the efforts of Public Works Director Robin Atkins and his staff for providing the pickup twice a year.
- Splash Pad Update – the pouring of concrete along with the slab for the pump room was supposed to occur last week but was unable to be delivered so it is scheduled for next week. It is hoped the site will open in June 2024.
- Water and wastewater plant updates – the elevator project at the water plant is nearing completion and another project will begin which Council approved when the ARPA funding was first received; a new potassium permanganate tank to help with water treatment. Staff are still working with the engineer on converting from chlorine gas to a liquid with hopes of having more information soon. One of the items from the initial discussion was that the floor might need to be stabilized a little better at the water plant for the weight of the liquid compared to the gas.
- The town should be busy this weekend and next with commencement ceremonies taking place.
- Some water issues are occurring more frequently in the hallway of the Town Hall basement due to the rain. Some of the vegetation from around the building will be cut back and then a drain will be installed to help with the water not getting underneath the foundation.
- A Memorandum of Understanding with Prince Edward County will be brought forward to the June Work Session for Council's consideration to move forward with the radio system upgrades.
- He and Fire Chief Daniel Clark will be meeting with the architect next week about the fire station plans of having bunk rooms with adequate showers and bathrooms for both men and women, and hopefully will have some results not long after that meeting.
- National Police Week - May 12-18, 2024, and Peace Officers Memorial Day - May 15, 2024, which was signed into law on October 1, 1962, by President John F. Kennedy.
National Public Works Week – May 19-25, 2024
Appreciation was expressed to those two groups for the work done for the community.

COMMENTS BY MAYOR AND TOWN COUNCIL

Mr. Hardy thanked all for attending and participating in the meeting by having their say on issues.

Mr. Hunter remarked that issues aren't purposely brought forward just to get citizens to attend.

Mr. Yoelin directed a comment to the Town Manager if he purposely is growing his hair longer as a dare for Council members to raise money for the challenge initiated to benefit Helene "Winkie" Blanton.

Mr. Dwyer provided comments on his attendance at the recent Citizens' Police Academy. He reported only 13 of the 20 slots were filled and how much he learned and enjoyed the program. Favorable comments were made of Officers Chris Moss and Sammy Entekin and asked all to consider signing up for the worthwhile program. A thank you was expressed to Chief Ellington.

Mr. Reid commended the Finance Department and all the departments for the great job being done.

Mrs. Amos commented that she was glad Better Days found a building to lease and provided a thank you for the work being done by the organization. She also mentioned appropriate comments were made about Council member Tommy Pairet and provided thanks to Town Manager Scott Davis for finding a building for them to lease.

Mayor Vincent reported returning today from Washington DC where agency heads, congressional leaders, and CEOs from the outdoor recreation industry gathered, and the opportunity for that industry to be recognized for the \$1 trillion dollars that is contributed to the United States economy. The High Bridge Trail that runs through the middle of downtown was also referenced as a gift and those with the foresight to make that happen are celebrated. The mayor noted there was an eagerness for decency to be represented in politics and commended everyone who spoke today and participated in democracy. Appreciation was extended to fellow Council members who operate with the same level of decency.

Mr. Hunter made one additional inquiry; can the Town Manager speak to Heinz Jones concerning the IRF grant application process for the mill. Mayor Vincent advised he was going to have a conversation the next day and thanked Mr. Hunter for bringing it back up. Town Manager Davis reported on a scheduled meeting with Mr. Jones on Friday and mentioned the IRF process with the Farmville Downtown Partnership took six months or more. There is a lot to the process

other than just being a locality sponsor. Mr. Jones was told that the Council's approval is needed. The short period of three weeks was mentioned.

With no further business, on motion by Mr. Hunter, seconded by Mr. Dwyer, and with all in favor stating "aye", the meeting adjourned at 7:11 PM.

APPROVED:

ATTEST:

Brian R. Vincent, Mayor

Mary H. McKay, Clerk of Council