

REGULAR WORK SESSION OF THE FARMVILLE TOWN COUNCIL
HELD ON FEBRUARY 5, 2025

At the regular work session of the Farmville Town Council held on Wednesday, February 5, 2025, 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, Tommy Pairet, Adam Yoelin, Donald Hunter, and John Hardy.

Staff present were Town Manager Scott Davis, Town Attorney Gary Elder, Finance Director Julie Moore, Community Development Director and IT Support Ashley Atkins-Austin, Fire Chief Daniel Clark, Police Sergeant B.H. Paulette, Police Officer Kelsea Snead, Deputy Clerk Jacqueline Vaughan, and Clerk of Council Mary McKay.

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

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

ADOPTION OF AGENDA

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

DECLARATION OF PERSONAL INTEREST

There were no declarations of personal interest made.

INFRASTRUCTURE ASSET MANAGEMENT PLAN BY MATT GROSS WITH HURT & PROFFITT

Matt Gross reported on the asset inventory project which will allow the tracking of water and sewer infrastructure such as water lines, valves, hydrants, manholes, sewer lines, etc. so that the Town may better plan for future upgrades and repairs. All assets were ranked based on the condition and criticality to the systems. A thorough database has been generated and includes all the information needed in planning repairs, such as photographs, information on the manufacturer, type of fittings, and current condition. The data inventory can be used for planning for future needs and projects. Estimates for repairs and replacements were included with the data. A thank you was expressed to the public works staff for their assistance. A brief discussion was held on groundwater getting into the manholes and the cost to treat that issue. Mr. Gross reported that the information provided is a living database and should be updated regularly as projects are completed.

Questions were asked by several Council members, with some discussion being held. Mayor Vincent reported for informational purposes that the asset management plan was brought forward from the last council retreat held in 2023 and thanked the Town administration for moving the project forward.

FIRE STATION EXPANSION PRESENTATION BY GREG GILBERT OF BIGNELL WATKINS HASSER ARCHITECTURE AND INTERIORS

Greg Gilbert provided a slideshow presentation for the proposed project. A phasing design plan was formulated from the fact that the fire station will need to remain in operation during construction.

Town Manager Davis advised that approximately three years ago a decision was made by the Council at that time to move forward as a combination fire department, not strictly all volunteer-based. The current fire station was built as an all-volunteer fire station and is not very conducive to today's environment. There are no living quarters in the fire station and the firefighting profession has more female volunteers than in the past. The women's bathroom does not have a shower.

Mr. Gilbert reported on a proposed floor plan for mixed gender use with bunk rooms, shower rooms, laundry rooms, storage for personal protective equipment (PPE) and areas for decontamination and storage. A diagram showed where the building is broken down into different grouping levels:

- Blue-administrative offices are in the front so as one enters the building to have conversations with operations staff, there is no need to move through the station;
- Orange-living quarters with meeting/training area, kitchen/dining area;
- Yellow-bunk rooms with toilet and shower areas connected to the apparatus bay to reduce the rate of call response;
- Purple-hand washing vestibules with separate air changing as staff move from the apparatus bay back into the living quarters;
- Green-operational equipment is in the far side of the bay.

The existing building is a pre-engineered metal building with the new areas to be stick-built construction. A review was made of the costs if construction is completed in 2026, and an approximate cost of \$11 million with an estimated cost of \$250,000 for furniture, fixtures, and

equipment. Additional figures were provided if construction were to occur in future years, 2029 and 2031. A phased approach was described as the operations would continue during construction. Discussions were held on the costs, if operations did not continue within the building at the time of construction, and if parking spaces would be eliminated with the proposed plan. There also was discussion on the ventilation from the PPE storage area, the need for replacement of the big ladder truck within five years, and the location of the fire station possibly being in a floodplain. Clarification was made by Community Development Director Ashley Atkins-Austin that most of that area is in a 500-year flood zone, so there are no additional building standards.

FARMVILLE DOWNTOWN PARTNERSHIP PRESENTATION BY JAKE ROMAINÉ

Jake Romaine distributed copies of the Farmville Downtown Partnership (FDP) 2025 Work Plan to Council members. A recap was provided of the 2024 Work Plan and the accomplished tasks. A slideshow presentation included before and after pictures of various businesses which benefited partially from the Virginia Main Street (VMS) Downtown Investment grant. A review was made of some of the upcoming promotions and committee events. A slight increase to \$65,000 from the previous funding cycle has been requested.

FINANCE REPORT

Finance Director Julie Moore reported on the December 2024 reports provided to the Council. The actual revenue is below budget due to seasonal patterns that have an impact on the year-to-date collection percentages. Other contributing factors to the actual revenues not matching the budgeted amounts are grants which are tied to distributions on specific project timelines. Comparing revenue to prior year, the General Fund and Airport Funds are below. The General Fund is below the prior year revenue because last year ABM lease proceeds were recognized and this year there are none. Ms. Moore reported that, as discussed previously, the Airport Fund has had less ongoing projects this year. Overall total expenses are currently below the six-month mark in the budget. Even though there are some individual funds that are over budget, it is anticipated by year end, all items will be below budget. Expenses are above compared to prior year with these increases reflecting planned expenditures budgeted in fiscal year 2025.

DISCUSSION: AMEND OFFICIAL ZONING MAP TO REZONE APPROXIMATELY 1.924 ACRES FROM R-1 TO B-3 (202 MILNWOOD RD AND 190 MILNWOOD RD)

Town Manager Davis advised the Community Development Director to report on the next three agenda items as all are tied to the same project. Also, Public Hearings are scheduled for these items at the February 12, 2025, Regular Council Meeting.

Ms. Atkins-Austin reported that the rezoning and two conditional uses are for the Dominion Energy project. The request is to rezone three parcels and contain approximately 1.924 acres to rezone from R-1 Low Density Residential to B-3 Highway Commercial. The rezoning aims to designate all Dominion Energy/Virginia Electric and Power Company-owned parcels in the east (Third Street/Milnwood Road area) to the same zoning district. Dominion Energy proposes to rezone these parcels as part of its project to expand the existing facilities and operations of the existing Dominion Energy site. Ms. Atkins-Austin reported that the Planning Commission recommended 7-0 to recommend approval to amend the official zoning map for this rezoning.

DISCUSSION: CONDITIONAL USE PERMIT TO ALLOW A PUBLIC MAINTENANCE AND SERVICE FACILITY TO SUPPORT A PUBLIC UTILITY (E THIRD ST AND MILNWOOD RD)

DISCUSSION: CONDITIONAL USE PERMIT TO ALLOW A PUBLIC MAINTENANCE AND SERVICE FACILITY TO SUPPORT A PUBLIC UTILITY (190 MILNWOOD RD)

DISCUSSION: CONDITIONAL USE PERMIT TO ALLOW A SINGLE FAMILY RESIDENCE IN A B-2 TRANSITIONAL COMMERCIAL ZONING DISTRICT (709 E THIRD ST)

Community Development Director Atkins-Austin reported that this request is to allow a single-family dwelling detached at 709 East Third Street consisting of one parcel. Adjacent commercial uses include general office space and retail space. Single family dwellings are located to the rear of the property on Longwood Avenue. An existing dwelling on site has been vacant for more than two years. Per Town Code any non-conforming structure needs to be brought into compliance before changes are made. Ms. Atkins-Austin also reported that the Planning Commission voted 7-0 to recommend approval of CUP 25-002 with one condition, that the applicant provide adequate off-street parking for the residence.

PLANNING COMMISSION 2024 ANNUAL REPORT

Town Manager Davis reported on the requirement that the Planning Commission provide an annual report to the governing body.

BOARD OF ZONING APPEALS 2024 ANNUAL REPORT

An annual report on the actions of the Board of Zoning Appeals was provided for the Council's review.

DISCUSSION ON BUILDING OFFICIAL POSITION

Town Manager Davis reported on a request for appointment consideration for the Building Official position to be made at the next regular meeting. Prince Edward County has been lending the assistance of their building official position to the Town. The Town now is bringing forth an existing staff member for appointment consideration by the Council, as required by the state building code.

TOWN MANAGER'S REPORT

- Grove Street Park-new equipment has been installed at the park from this year's Capital Improvement Plan with some old recreation equipment removed from the area. The railroad ties in place also will be removed soon;
- Waiting for the final rendering for the splashpad bathroom facilities;
- A National Fitness Campaign grant was awarded to the Town for the fitness court/studio. A budgeted item of \$268,000 will be added to the upcoming budget. Also, an application will be made to the Centra grant committee for an operational/capital grant that could offset costs if awarded. Contact efforts have been made to the local Lions Club and Rotary Club to see if the groups are willing to donate to the project with recognition to be made for providing same.

COMMENTS BY MAYOR AND TOWN COUNCIL

Council member Hunter provided comments on an incident that took place recently while the delegation was attending Local Government Day at the General Assembly. He asked if the clerk could send out notification of the names of the Council members who are there attending the meetings, instead of only some being announced.

Mr. Hunter also asked if staff could address the display of tires at the old Dollar Bills' location as there is no trailer being used for the storage of tires.

Council member Dwyer provided comments on an issue noted by a town resident concerning the alarming number of downed trees along the Dogwood Trail.

Council member Reid followed Mr. Hunter's comments concerning the incident that happened while Council members were attending the recent event at the Capital. Some were recognized as being in attendance and some were not even though the group was sitting together

as a delegation. He mentioned that members need to be cautious when texting names to whoever is on the floor as to who is in attendance. If attending as a delegation, all members of the delegation should be represented.

It was noted also that a lot of streetlights are out in the town. Mr. Reid reported not knowing who controls the streetlights and thought he had brought this up previously. Calls have been received concerning trash cans being left on the sidewalks in some neighborhoods. He asked if the bathrooms had been painted at Wilck's Lake. Town Manager Davis reported that as far as he knew those facilities had been painted.

Council member Hunter reported on the 801 District, Wards C and D Community Meeting to be held on March 19, 2025, in the Emergency Operations Center. Flyers will be distributed, and everyone is welcome to attend.

Mayor Vincent advised that his report will be provided at next week's meeting and mentioned sentiments previously expressed that the Council who give of their time to work together for the betterment of the Town has been a very collegial group for a long time. There is a need to work together to maintain trust in government through transparency and decency. Mayor Vincent reported knowing that those values are shared by all of Council and that it is incumbent upon all its members to live and exhibit those values.

CLOSED SESSION 2.2-3711(A)(1)

On a motion by Mr. Hardy, seconded by Mr. Hunter, and with Council members Reid, Dwyer, Pairet, Yoelin, Hunter, Hardy, and Amos voting "yes", Council went into closed session under paragraph A.1. of Section 2.2-3711, Discussion of prospective candidates for Farmville Industrial Development Authority appointments and discussion of the contractual payment for legal services provided by the Town Attorney.

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: Hardy SECOND: Hunter

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

NO: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

Clerk of Council

There being no other business and on a motion by Mr. Dwyer, seconded by Mr. Hardy, with all in favor stating “aye”, the meeting adjourned at 7:40 PM.

APPROVED:

ATTEST:

Brian R. Vincent, Mayor

Mary H. McKay, Clerk of Council