



# Town of Farmville

## Town Council

---

January 14, 2026 at 6:00 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. Recognition of Employees With 25 Years of Service**
- 8. Public Comment Period**
  - a. Public Comment Sign-up Sheet
- 9. Consent Agenda**
  - a. Draft Minutes of the 2025-11-05 Work Session, 2025-12-03 Work Session, and the 2025-12-10 Regular Council Meeting
- 10. Finance Report**
  - a. December 2025 Finance Report
- 11. Old Business**
  - a. Discussion on Potential Employee Incentives
- 12. New Business**
  - a. Request Adoption of the Code of Ethics and Conduct and Ethics Pledge
  - b. Request Approval for Town Manager to Sign Authorization to Proceed with an Engineering Study (Repairs to High Street Sewer Pump Station)
- 13. Town Manager's Report**
- 14. Comments by Mayor and Town Council**





# Town of Farmville

## Agenda Item Summary

**MEETING DATE:** January 14, 2026

**ITEM NUMBER:** 9.a. – Draft Minutes of the 2025-11-05 Work Session, 2025-12-03 Work Session, and the 2025-12-10 Regular Council Meeting

---

**BACKGROUND:**

**RECOMMENDATION:** Approve the Consent Agenda as presented.

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. 2025-11-05 Work Session-DRAFT
2. 2025-12-03 Work Session-DRAFT
3. 2025-12-10 Reg Council Mtg-DRAFT

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

At the regular work session of the Farmville Town Council held on Wednesday, November 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 John Hardy, Donald Hunter, Adam Yoelin, Tommy Pairet, Daniel Dwyer, A.D. “Chuckie” Reid, and Sallie Amos.

Staff present were Town Manager Scott Davis, Deputy Town Manager/Finance Director Julie Moore, Town Attorney Gary Elder, Community Development Director Ashley Atkins-Austin, Chief of Police Andy Ellington, Fire Chief Daniel Clark, Public Works Director Stephen Edwards, Deputy Clerk and IT Support Jacqueline Vaughan.

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

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

**ADOPTION OF AGENDA**

Mrs. Amos made a motion to adopt the agenda, seconded by Mr. Reid, and with all in favor stating “aye”, the motion passed. One addition was made to the agenda, an Introduction by Town Manager Davis, to occur after the Declaration of Personal Interest.

**DECLARATION OF PERSONAL INTEREST**

There were no declarations of personal interest made.

**INTRODUCTION OF STUDENT INTERN**

Town Manager Davis introduced Dominic Camarca, a Longwood University undergraduate studying political science with a minor in homeland security. Mr. Camarca is completing his internship with the Town and was attending the meeting to observe the governing body’s process. Mayor Vincent offered a welcome.

**FINANCE REPORT**

Deputy Town Manager/Finance Director Julie Moore provided a review of the September 2025 charts and reports for the third month of the FY2026 budget:

- Revenue to budget - At September month end, total revenue across all funds is about 12% of the annual budget, which is normal for this time of year. The posting of collections for property tax, business licenses, and other major revenue will begin later this fall and the General Fund naturally appears behind budget.

- Revenue compared to prior year - Total revenue is slightly higher overall with modest growth in the General and Water and Sewer Fund. The Transportation Fund is down from last year only due to having a one-time bus sale in fiscal year 2025.
- Expenses to budget - Expenses remain well below 25% for the first quarter with spending in line with expectations across all departments. A few areas like the library and non-departmental lines are higher earlier in the year due to the timing of annual payments and debt service.
- Expenses compared to prior year - Total expenses are trending higher than this time last year mainly due to the General Fund and Water Fund capital and equipment purchases of the fire radio, police vehicles, and a front loader.

Deputy Town Manager Moore reported two updates:

**\$900,000 Dispatch Consolidation Grant** - A resolution will be presented at the November Regular Meeting to add \$900,000 to the budget for a reimbursable grant. The funds will support consolidating the Prince Edward County and Town of Farmville Dispatch Centers and expanding the facility to accommodate more employees. Town Manager Davis added that a feasibility study determined it is more cost-effective to move the communication center to the current Emergency Operations Center (EOC), with future plans to convert the existing communication center into the new EOC. The new setup will initially use six consoles, with room for two additional as the system grows.

**ABM Project Closeout** - The ABM project has been finalized. After making the final payment, \$215,000 remained in the Virginia Investment Pool from interest earnings, which was applied to reduce the Bank of America loan balance.

**DISCUSSION: EMERGENCY OPERATIONS PLAN**

The Town Manager reported on the required review and approval of the Emergency Operations Plan that occurs every four years. This year's update is mostly administrative, updating names, positions, and contacts. The plan is to move towards a joint Emergency Operations Plan with Prince Edward County since coordination of services is essential should there be a disaster. The County's plan is due in March, so the current update is needed now to meet state requirements, with the new joint plan being brought forward for approval in a few months.

**DISCUSSION: STORMWATER AND EROSION AND SEDIMENT CONTROL ORDINANCE (VESMP)**

Town Manager Davis reported that Prince Edward County handles the Town's stormwater management. Since hiring Public Works Director Stephen Edwards, who is certified in erosion, sediment control, and stormwater, staff have been in conversation with the County about moving towards handling our own stormwater management review.

A brief presentation was made by Mr. Edwards on what is being proposed in becoming a Virginia erosion and stormwater management program. The program mentioned will protect the water quality, ecosystems, and property infrastructure of the Town. The Public Works Director reviewed the Town's current process where multiple jurisdictions are utilized. A proposed ordinance was provided for review along with related fees.

**TOWN MANAGER'S REPORT**

Before his announcement was made, Town Manager Davis reported on the work done in order to have the opportunity to go before the rating agencies. He continued by announcing the Town of Farmville has received its first credit ratings at Aa3 underlying issued by Moody's, and Aa1 rating based on the Virginia Localities Intercept Program. An additional rating of A+ was received from Standard and Poor's (S&P). Thanks and congratulations were expressed to the Council on the major accomplishment.

Mr. Pairet expressed gratitude to everyone who contributed in achieving the accomplishment, highlighting the Town Manager and Finance Director for their key roles as well as employees who played a part. Town Manager Davis emphasized that every department's adherence to policies and proper procurement procedures made this success possible. Mayor Vincent congratulated the Council for accomplishing something no previous Council had achieved.

**COMMENTS BY MAYOR AND TOWN COUNCIL**

Mr. Hardy praised staff and Finance Director Moore on the accomplishment.

Mr. Hunter provided likewise comments. He further inquired about the number of employees currently on the Town's health insurance policy and if the minimum number was met, with the Town Manager affirming so. Mr. Hunter asked about the Town trying to seek innovation awards for the work being done.

- Town Manager Davis reported that the Town will submit for an innovation award for an upcoming project.

Mr. Yoelin asked about the scheduled hazardous waste disposal offered by Prince Edward County and if another update could be provided by County Administrator Doug Stanley. He further asked for the status of the lead pipe inspections being done. The good job of receiving the credit ratings was mentioned and he looks forward to learning the final interest rate once the bonds are sold.

- The Town Manager reported on the gradual progress being made on the inspections, as delays occur because residents must allow inspectors into their homes or provide signed confirmation of their own inspections. Door hangers are being placed asking residents to contact Town staff. Although there is a federal deadline for completing the inspections, it is still several years away.
- Quarterly updates are provided by the County Administrator, which should be announced soon.

Mr. Dwyer offered thanks to the entire Town staff for their accomplishment. He continued with remarks on the successful Halloween event in the Town of Farmville.

Mr. Reid congratulated the Finance Department and the Town Manager on the teamwork and thanked all for the good work. He mentioned being glad to start working on the awards offered by the Virginia Municipal League.

Mrs. Amos expressed congratulations and remarked on being extremely proud of the accomplishment with a comment made on the work done by Jackie Vaughan in the process.

Mayor Vincent remarked on the good news received with the credit ratings but also reported on the bad news and loss for the community that Centra Hospital will be closing its OBGYN department. He mentioned the impact not just to the community in losing that service but also on what it means for the staff who are employed there. A welcome was offered to the Centra midwives who were in attendance, Katie Paige and Alex Bradshere, and appreciation was expressed for their service to the community. Efforts will be made to advocate on behalf of the community.

There being no other business and on a motion by Mr. Hunter, seconded by Mr. Dwyer, with all in favor stating “aye”, the meeting adjourned at 6:43 PM.

APPROVED:

ATTEST:

\_\_\_\_\_  
Brian R. Vincent, Mayor

\_\_\_\_\_  
Mary H. McKay, Clerk of Council

DRAFT

**REGULAR WORK SESSION OF THE FARMVILLE TOWN COUNCIL**  
**HELD ON DECEMBER 3, 2025**

At the regular work session of the Farmville Town Council held on Wednesday, December 3, 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, Chief of Police Andy Ellington, Deputy Town Manager/Finance Director Julie Moore, Human Resources Manager Amanda Zirkle, Community Development Director Ashley Atkins-Austin, and Deputy Clerk and IT Support Jacqueline Vaughan.

Mayor Vincent called the meeting to order and welcomed all guests. A moment of silence was offered for Lloyd McKay, who passed away recently and was the Clerk’s father-in-law. Mr. McKay previously served on the Farmville Planning Commission and was a lifelong member of the Farmville Volunteer Fire Department.

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

**ADOPTION OF AGENDA**

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

**DECLARATION OF PERSONAL INTEREST**

There were no declarations of personal interest made.

**PRESENTATION BY BROWN EDWARDS & CO, LLP ON FY2024-2025 FINANCIAL AUDIT**

Chris Murray, Director with Brown Edwards, thanked Julie Moore and her staff for the strong audit again this year. He provided a presentation of the FY2024-2025 Financial Audit highlighting four documents issued for the Town:

- Annual Comprehensive Financial Report
- Required Communication With Those Charged With Governance Letter
- Accounting and Other Matters
- Financial Analysis

Mr. Murray reported there was a clean, unmodified opinion of the financials. This year's report differs from the previous year in that no federal compliance information is provided. There was a delay in receiving the document from the federal government on what to test with regards to federal grants. A separate report with an opinion will be issued on the Town's federal compliance.

Brief comments were made by Mr. Murray after an inquiry from Mr. Pairet regarding whether the Town is trending in the right direction.

### **FINANCE REPORT**

Deputy Town Manager/Finance Director Julie Moore provided a review of the October 2025 financial charts and reports for the fourth month of the FY2026 budget:

- Revenue to budget – As of the end of October, total revenues across all funds were about \$6.45 million or roughly 15% of the annual budget which is where the figures are expected to be at this point in the year. Many of the major revenues such as real estate taxes and business licenses will post later in the year so the General Fund naturally appears behind budget at this time. The General Fund currently has collected \$3.7 million or about 11% of the annual budget, which is consistent with the time taxes are billed and received.
- Revenue to prior year – Revenue is currently down approximately \$781,000 compared to prior year due to timing and one-time events, such as the Transportation Fund having a sale of a bus in FY2025, that did not recur this year. There also is some state and local revenue such as sales tax, communication tax, and car rental tax that has not been received yet to post for October, whereas last year it had already been posted. The Water and Sewer revenues are slightly above last year, which is considered positive.
- Expenses to budget -total Expenses through October are \$9.8 million or 22% of the annual budget, which is well below the four-month benchmark of 33%. Overall spending is on track and consistent with expectations which is always below what is budgeted.
- Expenses to prior year – Total expenses are down \$580,000 and that difference is tied to one-time items last year and were noted in the provided charts in the meeting packet.

Mr. Yoelin asked the Finance Director to provide additional information on the following:

Why hasn't the revenue been received from the taxes like last year?

When should the real estate tax revenue be received?

Clarification was requested on the raising of the real estate taxes earlier this year and will those rates be reflected in this year.

Mayor Vincent asked about the position of the Water and Sewer Enterprise Funds with the Venable Street repairs. Town Manager Davis reporting not knowing at this time as a Request for Proposals was given today to the Town's purchasing agent for a structural engineer to look at the failure.

**DISCUSSION: STORMWATER AND EROSION AND SEDIMENT CONTROL  
ORDINANCE (VESMP)**

The Town Manager reported that the proposed ordinance is being brought forward again for discussion about whether the Town should take over stormwater management from Prince Edward and Cumberland counties, noting that the Town already handles its own erosion and sediment control. The discussion continued on whether taking over stormwater management would financially benefit or cost the Town, with the Public Works Director stating there would be no cost and would allow control of the process, the collection of permit fees, and would ensure infrastructure standards. Additional questions and discussion included the following:

- Whether the Town has the manpower to handle the process
- How much faster the turnaround time would be if handled in-house
- Having a plan in place to train additional staff and how long that training would take
- Would there be additional recordkeeping

Existing staff could be trained in four days, and a state exam is required to obtain certification through the Department of Environmental Quality. Certifications are renewed every three years. The Program Administrator, which would be the Public Works Director, would be responsible for maintaining the records.

Town Manager Davis asked if the Council is in agreement to move forward in requesting each County's approval of a resolution allowing the Town to operate its own program. Noted was the requirement of a public hearing before the ordinance could be adopted. There was agreement to move forward as long as there are qualified staff members available in the absence of the Public Works Director who is the staff member currently certified.

A review was made of fee comparisons for ENS (erosion and sediment control) and SWM (stormwater management programs) in other localities. As the Town's proposed fees were not included in the meeting packet, the discussion would continue at next week's regular meeting on

the fees. A mention was made of the proposed streamlined sheets that were included in the packet defining the minimum standards and what would be looked for in proposed plans.

**DISCUSSION: E. THIRD ST. INTERSECTION IMPROVEMENT PROJECT AT PERSIMMON TREE FORK AND MILNWOOD ROADS**

Town Manager Davis reported on the citizen input meeting held at the Moton Museum in October 2025, and the summary provided in the meeting packet. The project is based on the need to enhance the intersection long-term and in the near future when Prince Edward County develops the data center off of Persimmon Tree Fork Road. The designs were narrowed down to two options with community input having been received.

A review was made of the two options:

- 1) Conventional improvement (Short-term alternative) - Traveling from Milnwood Road, there would be new signage, No Turn on Red, down East Third Street to connect to where the Sunchase development currently has sidewalks.
- 2) Roundabout (Long-term alternative) - Would remove the potential of a head-on collision or the type of previous collisions that have occurred and would keep the flow of traffic moving.

Reference was made to the similar smart scale project for a roundabout on Oak Street, Griffin Boulevard, and High Street. The usage of a truck apron in option 2) was described and this plan having two lanes. The roundabout option was discussed as a better alternative in regard to a future 460 interchange project. A selection is needed of which concept the Council wants to move forward in the process. When the process is further along, a public hearing will be required like any other project.

**E THIRD STREET INTERSECTION IMPROVEMENT PROJECT OPTION SELECTED**

Mr. Pairet made a motion to adopt Alternative 2-Roundabout, seconded by Mr. Hunter, with Council members Amos, Reid, Dwyer, Pairet, Yoelin, Hunter, and Hardy voting “yes”, the motion passed. Mrs. Amos noted her dislike of a roundabout but acknowledged she is in favor if it helps achieve what is needed.

**STREET LIGHTS**

The Town Manager provided a slideshow presentation reviewing Farmville’s existing high-pressure sodium and LED streetlights, brightness (lumens), and color temperature (Kelvin). The Town has 662 lights, including a mix of Cobra, open vertical, acorn, and decorative fixtures. Examples of where various fixtures are installed around Town were shared so that Council

members could compare brightness and color. It was mentioned that there is no available front option to deflect the LED light spill into homes, only rear and side. Once feedback is received from the Council, an additional meeting can be scheduled with Dominion.

**TOWN MANAGER'S REPORT**

- A public hearing on Farmville Regional Airport tenant leases will take place at the December regular meeting. Staff have met with tenants who are mostly satisfied, but a key concern is insurance requirements as tenants prefer only aircraft insurance, which does not cover damage to hangars when aircraft are not in operation, potentially affecting neighboring hangars.
- Additional public hearings will be held on a solicited proposal for the expansion of the Farmville Fire Station submitted in accordance with the PPEA (Public-Private Education Facilities and Infrastructure Act), and
- The Planning Commission passed an amendment at their last meeting of a conditional use permit already approved on the proposed storage facility on Peery Drive.
- The annual employee Christmas luncheon will be held tomorrow at the Fireman's Sports Arena from 11:30 AM to 1:00 PM, and Council members were asked to join the staff.
- Holiday wishes were expressed to all.

**COMMENTS BY MAYOR AND TOWN COUNCIL**

Mr. Hardy offered congratulatory remarks to local resident and business owner, Anastasia Cifers, who took her United States Citizenship Oath of Allegiance this morning. Mrs. Cifers is married to State Senator Luther Ciphers.

Mr. Hunter asked for an update on the restrooms at the Splash Park. Town Manager Davis reported on two appointment cancellations and said staff are looking for another business.

Mr. Yoelin jokingly remarked on his idea that, since the area is in a flood zone, the restroom could be placed on a boat.

Mayor Vincent noted that we all are in the season with downtown beautifully illuminated, and that it is a good time to spread a little joy as the calendar year closes.

**CLOSED SESSION 2.2-3711(A)(29)**

On motion by Mr. Hardy, seconded by Mr. Hunter, and with Council members Hardy, Hunter, Yoelin, Pairet, Dwyer, Reid, and Amos voting "yes", Council went into closed session under the provisions of Paragraph A.29 of Section 2.2-3711, discussion of the award of a public

contract involving the expenditure of public funds including interviews of bidders or offerors and discussion of the terms or scope of such contract where discussion in an open session 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: Seven ayes, No noes

MOTION: Hardy

SECOND: Hunter

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

NOES: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

\_\_\_\_\_  
Clerk of Council

Meeting ended at 7:28 PM.

APPROVED:

ATTEST:

\_\_\_\_\_  
Brian R. Vincent, Mayor

\_\_\_\_\_  
Mary H. McKay, Clerk of Council

**REGULAR MEETING OF THE FARMVILLE TOWN COUNCIL**  
**HELD ON DECEMBER 10, 2025**

At the regular meeting of the Farmville Town Council held on Wednesday, December 10, 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, Dan Dwyer, Adam Yoelin, Donald Hunter, and John Hardy.

Staff present were Town Manager C. Scott Davis, Town Attorney Gary Elder, Deputy Town Manager/Finance Director Julie Moore, Captain William Hogan, Accreditation Manager/Public Information Officer Sam Bowles, Fire Chief Daniel Clark, Community Development Director Ashley Atkins-Austin, Public Works Director Stephen Edwards, Deputy Clerk and IT Support 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 Council member Thomas Pairet was absent.

An invocation was led by Mayor Vincent 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 Mr. Reid, and with all stating “aye” in favor, the motion passed.

**DECLARATION OF PERSONAL INTEREST**

There were no declarations of personal interest made.

**PRESENTATION OF VA LAW ENFORCEMENT PROFESSIONAL STANDARDS COMMISSION (VLEPSC) CERTIFICATE**

Taylor Fischer, Accreditation Coordinator from the Department of Criminal Justice Services, addressed the Council and reported on the comprehensive evaluation made of the Farmville Police Department. She highlighted the voluntary accreditation process and reported on the department’s professionalism, transparency, cooperation, and commitment to high-quality service. Ms. Fischer concluded her report by stating that the department earned its fourth accreditation award. Accreditation Manager Sam Bowles was presented with the VLEPSC certificate, and a group photo was taken. Captain William Hogan remarked on the work done by Mr. Bowles and the teamwork in maintaining the accreditation. Mayor Vincent closed by

expressing pride in the Farmville Police Department and appreciation for their service to the community.

**PUBLIC HEARING - RESOLUTION NO. 2025-12-01 – AN AMENDMENT TO CUP APPROVED IN JANUARY 2025, TO ALLOW ADDITIONAL TWO MINI WAREHOUSES AND REMOVE ONE ACRE OUTDOOR PARKING STORAGE AREA ON WEST EDGE OF PEERY DRIVE**

Town of Farmville  
Town Council  
PUBLIC HEARING NOTICE

The Farmville Town Council will hold a public hearing on Wednesday, December 10, 2025, at 6:00 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. 2025-12-01 – an amendment to the conditional use permit that was approved in January 2025, to allow for an additional two (2) mini warehouses (self-storage buildings), and the removal of the 1-acre outdoor parking storage area. The 17.204-acre lot is located on the west edge of Peery Drive on Tax Map Number 0037000(13)00-00C. The property is zoned B-3 Highway Commercial.**
- **Resolution No. 2025-12-02– to rescind current lease and enact a new land lease for tenants of the Farmville Regional Airport.**

The full texts of the proposed resolutions are available online at [www.farmvilleva.com](http://www.farmvilleva.com) or by contacting the Clerk of Council at (434) 392-9465.

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. Please email Mary McKay at [mmckay@farmvilleva.com](mailto:mmckay@farmvilleva.com) or mail written comments to PO Drawer 368, Farmville, VA 23901 to arrive by 4:00 PM on Wednesday, December 10, 2025.

Questions and comments related to the public hearings 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.

With no one wishing to provide comments, the public hearing for Resolution No. 2025-12-01 was closed.

**PUBLIC HEARING - RESOLUTION NO. 2025-12-02 – TO RESCIND CURRENT LEASE AND ENACT A NEW LAND LEASE FOR TENANTS OF THE FARMVILLE REGIONAL AIRPORT**

Morgan Dunnavant, 130 Wedgewood, Farmville, VA (D-3), commented that the proposed lease is slightly better than the existing one, but that he has two concerns also shared by the other tenants. The first concern is with Article I-Lease term in that after the 20-year lease ends, it is unclear whether tenants will be allowed to renegotiate and continue leasing their hangars. The second concern deals with Article IV–Insurance and why tenants must ensure the replacement value of the hangar structure and its contents if they are already required to name the Town as an additional insured. He further reported that several tenants are willing to form a cooperative to operate and manage the airport for the Town, relieving the Town of management responsibilities, and believe they have the experience to do so.

Jaime Wisegarver with the law firm of Hirschler, 2100 E. Cary Street, Richmond, VA, spoke on behalf of Dr. James Wills who had a couple of concerns with the proposed lease. Regarding Article I, Dr. Wills prefers to keep the 180-day period rather than 60 days, to allow more time for negotiations. Regarding Article IV and the insurance requirements, Dr. Wills believes the existing lease insurance requirement already provides adequate protection for property damage, and that the hangar contents are his responsibility to replace as he sees fit.

With no one else wishing to speak, the Public Hearing on Resolution No. 2025-12-02 was closed.

**PUBLIC HEARING - SOLICITED PROPOSAL FROM ENGLISH CONSTRUCTION/ MOSELEY ARCHITECTS, PRIVATE ENTITY, FOR THE EXPANSION OF THE FARMVILLE FIRE STATION SUBMITTED IN ACCORDANCE WITH THE PPEA**

Town of Farmville  
Town Council  
PUBLIC HEARING NOTICE

The Farmville Town Council will hold a public hearing on Wednesday, December 10, 2025, at 6:00 P.M. in the Council Chamber, located on the second floor of the Town Hall, 116 North Main Street, Farmville, Virginia 23901 to receive public comment on the following item:

- A solicited proposal from English Construction/Moseley Architects, a private entity, for the expansion of the Farmville Fire Station submitted in accordance with the Public-Private Education Facilities and Infrastructure Act (“PPEA”) and the Town’s PPEA Guidelines;

such proposal was submitted in response to the Town's Request for Proposal dated October 15, 2025.

Any person(s) wishing to comment on the above matter should attend this meeting or submit written comments. Please submit written comments to Julie Moore, Director of Finance/Treasurer, at [jmoore@farmvilleva.com](mailto:jmoore@farmvilleva.com) or mail written comments to P.O. Drawer 368, Farmville, Virginia 23901, which must arrive by 12:00 P.M. on December 10, 2025.

A true and complete copy of the proposal is available for public inspection during regular business hours in the Purchasing Division of the Finance Department, Farmville Town Hall, 116 North Main Street, Farmville, Virginia 23901.

It is the intent of the Town to comply with the Americans with Disabilities Act. Should you need special accommodations, please contact C. Scott Davis, LP.D., Town Manager, at (434) 392-5686, prior to the meeting.

With no one signed up to speak, Mayor Vincent closed the public hearing period.

**PUBLIC COMMENT**

With no one signed up to speak, Mayor Vincent closed the public comment period and returned to the regular order of business.

**CONSENT AGENDA**

Mr. Hunter made a motion to accept the Consent Agenda as presented, seconded by Mr. Dwyer and with all stating "aye" in favor, the motion passed. The Consent Agenda included the draft minutes of the November 12, 2025, Regular Meeting.

**FINANCE REPORT**

Mr. Reid made a motion to accept the Finance Report as presented, seconded by Mr. Dwyer, and with all stating "aye" in favor, the motion passed.

**BACKGROUND:** Finance Director Julie Moore reported on the November 2025 Finance Report and reviewed the amounts of earned income:

- Virginia Investment Pool (VIP) – \$12,609;
- Benchmark Community Bank sweep accounts – \$2,204;
- Local Government Investment Pool (LGIP) – \$26,914;
- Total earned for November 2025 - \$41,727.

Ms. Moore concluded her report by stating that 77% of real estate taxes have been collected thus far, and payment was made in the last week for the new ladder truck.

**DISCUSSION: STORMWATER AND EROSION AND SEDIMENT CONTROL ORDINANCE (VESMP)**

Mayor Vincent reported the topic had been discussed in work session and at a previous meeting, with the Town Manager adding the proposed fee being the last item to work through. A review was made of the Town's fee compared to surrounding jurisdictions. There was consensus from the Council to bring the proposed ordinance for a public hearing after approval is received from Prince Edward and Cumberland Counties. The ordinance would allow the Town to manage its stormwater permitting process in-house instead of relying on the two counties.

**REQUEST APPROVAL OF RESOLUTION NO. 2025-12-02 – TO RESCIND CURRENT LEASE AND ENACT A NEW LAND LEASE FOR TENANTS OF THE FARMVILLE REGIONAL AIRPORT**

Mr. Hardy made a motion to request approval of Resolution No. 2025-12-02 to rescind the current lease and enact a new land lease for the tenants of the Farmville Regional Airport with the typographical errors corrected, as well as changing the insurance requirements in Article IV to read that a general liability policy is required for the tenants in addition to the insurance on the airplane, seconded by Mr. Hunter, and with a recorded vote of Council members Amos, Reid, Dwyer, Yoelin, Hunter, and Hardy voting “yes”, the motion passed.

**BACKGROUND:** Mr. Hardy initiated a discussion first noting a typographical error in Article I, in reference to “the Lessee shall have an additional *one hundred and sixty* (60) days to negotiate a sale of the buildings and other permanent improvements to a third-party. Discussion continued on the insurance requirements in Article IV, for property coverage and liability insurance. It was noted by the Town Manager that the reduction of liability coverage from \$1 million to \$250,000 was in response to tenant concerns that the Commonwealth of Virginia requires only a policy of \$250,000 on aircraft. The discussion included Town Attorney Elder noting with regard to the lease term that nothing prevents the negotiation of a new lease after this lease concludes in 20 years.

A Public Hearing was held on August 13, 2025, with input received from community members. The proposed land lease was not considered by Council at that time so that staff could go back for further review and to work more closely with hangar tenants on an amenable lease. A Public Hearing was held on December 10, 2025, with some additional input received.

**Resolution # 2025-12-02**

**Approving Farmville Regional Airport Land Lease Agreement**

WHEREAS, the Town Council has held the required public hearing on the Farmville Regional Airport Land Lease Agreement which is attached to this Resolution; and

WHEREAS, the Town Council has thoroughly reviewed and discussed such Lease;

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

1. The Farmville Regional Airport Land Lease is hereby approved and adopted.
2. This resolution shall be in full force and effect on December 10, 2025.

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 Pairret \_\_\_\_\_.

The Honorable Adam Yoelin \_\_\_\_\_.

The Honorable Donald L. Hunter \_\_\_\_\_.

The Honorable John Hardy \_\_\_\_\_.

**REQUEST APPROVAL OF RESOLUTION NO. 2025-12-01 – AMENDMENT TO CUP APPROVED IN JANUARY 2025, TO ALLOW AN ADDITIONAL TWO MINI WAREHOUSES AND REMOVE THE ONE-ACRE OUTDOOR PARKING STORAGE AREA ON THE WEST EDGE OF PEERY DRIVE**

Mr. Dwyer made a motion to approve Resolution No. 2025-12-01, seconded by Mr. Hunter, and with a recorded vote of Council members Reid, Dwyer, Yoelin, Hunter, Hardy, and Amos voting “yes”, the motion passed.

**BACKGROUND:** Mr. Hardy asked whether this plan would affect lighting, increase traffic due to the additional storage units, and why the plan was not originally designed this way. The applicant, Thorne Harvin, explained that a larger-than-expected retention pond eliminated the feasibility of a parking lot. Instead, funds would be used for two standard buildings designed with inward-facing lighting to prevent outward light spill, and the change would not significantly impact traffic.

Farmville Planning Commission met on November 19, 2025, and voted in favor to recommend Town Council approval of the conditional use permit amendment. A Public Hearing was held on December 10, 2025, with no community input received.

**Resolution #2025-12-01**

**To grant an amendment to Resolution 2025-01-01 (CUP24-007) to The Rosemyr Corporation to allow for an additional two (2), mini warehouses (self-storage buildings), and the removal of the 1-acre outdoor parking storage area. For a total of 934 storage units in eight buildings and an office building. The proposed 17.204-acre lot is located on the west edge of Peery Drive on parcel number 0037000(13)00-00C. The property is zoned B-3 Highway Commercial.**

WHEREAS, The Rosemyr Corporation completed a wetland delineation and found the need to create a larger retention pond than what was proposed with the original project; and

WHEREAS, Mr. Harvin filed an application on behalf of The Rosemyr Corporation for an amendment to the conditional use permit that was approved by Town Council at the January 8, 2025 regular meeting to allow for an additional two (2) mini warehouses (self-storage buildings), and the removal of the 1-acre outdoor parking storage area. For a total of 934 storage units in eight (8) buildings and an office building on the proposed 17.204-acre site located on the west edge of Peery Drive on parcel number 0037000(13)00-00C; and

WHEREAS, The Rosemyr Corporation has agreed to the attached conditions; and

WHEREAS, after a public hearing and due consideration, the Planning Commission recommends approval of this amendment to the conditional use permit; and

WHEREAS, the Town Council finds that the amendment of the conditional use permit application complies with Town Code Section 29-22 (a); and

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 an amendment to the conditional use permit issued to The Rosemyr Corporation on January 8, 2025, to allow for an additional two (2) mini warehouses (self-storage buildings), and the removal of the 1-acre outdoor parking storage area per Town Code Section 29.13.c. For a total of 934 storage units in eight (8) buildings and an office building. The 17.204-acre site is located on the west edge of Peery Drive on parcel numbers 0037000(13)00-00C and is zoned B-3 Highway Commercial.
- 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 Pairt \_\_\_\_\_.

The Honorable John Hardy \_\_\_\_\_.

The Honorable Donald L. Hunter \_\_\_\_\_.

The Honorable Adam Yoelin \_\_\_\_\_.

### **The Rosemyr Corporation Conditions for Conditional Use Permit**

List of conditions to be placed on The Rosemyr Corporation’s Conditional Use Permit for a mini warehouse located on Peery Drive.

- Limit the hours of operation for customers to 6:30 am – 10:00 pm, seven days a week.
- If the subject amendment is approved, a site plan is required for this development which meets all ordinance requirements.

### **REQUEST AUTHORIZATION TO ADVERTISE 2026 TOWN COUNCIL MEETING DATES**

Mr. Hardy made a motion to approve the meeting dates as advertised, seconded by Mrs. Amos, and with a recorded vote of Council members Dwyer, Yoelin, Hunter, Hardy, Amos, and Reid voting “yes”, the motion passed.

**BACKGROUND:** Wednesday, November 11, 2026, is the legal holiday of Veterans Day. In accordance with the Town Council Rules of Procedure, the meeting date shall be held at the same hour on the first available day thereafter (Thursday, November 12, 2026) upon agreement by a majority of Council.

### **Farmville Town Council Meeting Dates**

Farmville Town Council will hold their regular monthly Council meetings for 2026 on the following dates:

January 14, 2026

February 11, 2026

March 11, 2026

April 8, 2026

May 13, 2026

June 10, 2026

July 8, 2026

August 12, 2026

September 9, 2026

October 14, 2026

November 12, 2026

December 9, 2026

Council meetings are held in the Council Chamber on the second floor of the Town Hall, at 116 North Main Street, Farmville, Virginia, at 6:00 PM, unless otherwise scheduled.

Council Work Sessions are held the first Wednesday of each month in the Council Chamber of the Town Hall at 6:00 PM – Town Hall address listed above.

This list does not include any special meetings which may be called from time to time.

To verify meeting dates, contact the Clerk of Council, Mary McKay at 434-392-9465.

**REQUEST ACCEPTANCE OF AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2025**

Mr. Reid made a motion to accept the audit for fiscal year ending June 30, 2025, 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:** Chris Murray, Director at Brown, Edwards & Company, L.L.P. provided an overview of the Town’s FY2024-2025 audit results at the December 3, 2025, Work Session, reporting that the Town received a clean, unmodified opinion of the financials.

**TOWN MANAGER’S REPORT**

- The bond closed yesterday, and all funds have been successfully transferred to the Town’s SNAP account.
- January begins the FY 2026–2027 budget planning process. Departments will submit information by the end of January with projected revenues to be provided in February. The proposed budget is targeted for presentation in March, with discussions to follow in work sessions. A pay study is expected to be completed by mid to late February and incorporated into the budget discussions.

- Town offices follow the state holiday calendar and will be closed for a half day on Christmas Eve, Christmas Day, the day after Christmas, and January 1st. A suggestion was made and Council was not opposed for Town offices to close a full day on Christmas Eve.

**COMMENTS BY MAYOR AND TOWN COUNCIL**

- Mr. Hardy raised concerns about the delayed paving on Hurd Street. The Town Manager explained that paving cannot occur in cold weather, but if warm days allow the asphalt plant to open, the plan is to pave Hurd Street along with Blanton and Winston Streets. It was noted that completing all three at once is more cost-effective than scheduling multiple paving visits.
- Mr. Hunter expressed Happy Holidays wishes and for everyone to be safe.
- Mr. Yoelin wished everyone Happy Holidays, thanked the Public Works Director for removing the gravel pile at Wilck's Lake, and expressed appreciation for the Town's snow removal efforts. He also thanked attendees for participating and wished everyone a Merry Christmas and a great evening.
- Mr. Dwyer reported that many people were pleased with how quickly the streets were cleared of the snow and expressed appreciation for the effort.
- Mr. Reid wished Happy Holidays to all.
- Mrs. Amos expressed gratitude to the Public Works Department, congratulated the Farmville Police Department on achieving accreditation, praised the police department dispatch, thanked Sam Bowles and Chief Ellington, and shared holiday well wishes.
- Mayor Vincent congratulated the police department on accreditation, expressed gratitude to Public Safety, Public Works, Town staff, Council members and citizens, acknowledging the challenges of public service. He gave a reminder for all to extend a little grace to each other and encouraged civic participation, especially in the budget process. Happy Holidays and Merry Christmas wishes were offered to all.

**CLOSED SESSION 2.2-3711(A)(29)**

On motion by Mr. Dwyer, seconded by Mr. Hunter, and with Council members Hunter, Hardy, Amos, Reid, Dwyer, and Yoelin voting "yes", Council went into closed session under the provisions of Paragraph A.29 of Section 2.2-3711, discussion of the award of a public contract

involving the expenditure of public funds including interviews of bidders or offerors and discussion of the terms or scope of such contract where discussion in an open session 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 ayes, No noes

MOTION: Dwyer

SECOND: Hunter

AYES: Hardy, Amos, Reid, Dwyer, Yoelin, and Hunter

NOES: None

ABSENT DURING VOTE: Pairet

ABSENT DURING MEETING: Pairet

\_\_\_\_\_  
Clerk of Council

There being no other business and on a motion by Mr. Hunter, seconded by Mr. Reid, with all in favor stating “aye”, the meeting adjourned at 7:15 PM.

APPROVED:

ATTEST:

\_\_\_\_\_  
Brian R. Vincent, Mayor

\_\_\_\_\_  
Mary H. McKay, Clerk of Council



# Town of Farmville

## Agenda Item Summary

**MEETING DATE:** January 14, 2026

**ITEM NUMBER:** 10.a. – December 2025 Finance Report

---

**BACKGROUND:** Verbal Report by Deputy Town Manager/Finance Director Julie Moore.

**RECOMMENDATION:** Approve the December 2025 Finance Report as presented.

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. Finance Report for December 2025
2. Rescue Squad 2025-2026-Dec
3. Rescue Squad 2025-2026-Monthly December Expenses
4. Variable Revenue-Dec'25-Charts

TOWN OF FARMVILLE  
 FINANCE REPORT OF CASH RECEIPTS AND DISBURSEMENTS  
 FOR THE MONTH OF DECEMBER 2025

FUND NUMBER	FUND TITLE	BALANCE 12/01/2025	NET CHANGE	BALANCE 12/31/2025
<u>UNRESTRICTED FUNDS</u>				
10	GENERAL FUND	\$ 554,715	\$ 783,092	\$ 1,337,807
15	ST MAINT FUND	404,628	483,399	888,027
40	WATER FUND	2,019,959	(32,295)	1,987,664
42	SEWER FUND	1,744,112	70,313	1,814,425
44	TRANSPORTATION FUND	1,131,607	(49,013)	1,082,594
45	AIRPORT FUND	<u>(86,727)</u>	<u>633</u>	<u>(86,094)</u>
TOTAL	UNRESTRICTED FUNDS	\$ 5,768,294	\$ 1,256,129	\$ 7,024,423
<u>RESTRICTED FUNDS</u>				
10	ARPA-COVID FUNDS	\$ 2,830,942	\$ (2,100,000)	\$ 730,942
10	ENHANCED 911-WIRELESS	432,674	14,228	446,902
10	E911-RESERVE	133,483	17	133,500
10	SET ASIDE ACCOUNT	2,483,081	108,217	2,591,298
10	E-CITATION	27,176	716	27,892
10	MEDICAL COMPENSATION	66,104	27	66,131
42	COUNCIL RESTRICTED	2,602,831	10,349	2,613,180
70	NARCOTICS FUND	14,272	2	14,274
70	TASK FORCE	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL	RESTRICTED FUNDS	\$ 8,590,563	\$ (1,966,444)	\$ 6,624,119
TOTAL ALL FUNDS		\$ 14,358,857	\$ (710,315)	\$ 13,648,542

UNRESTRICTED FUNDS - ACCOUNTED FOR AS FOLLOWS:

PETTY CASH	\$ 2,500
VIP ACCT - GOLF SALE PROCEEDS	1,044,831
VIP ACCTS - UNRESTRICTED	839,749
LGIP ACCT - UNRESTRICTED	2,566,061
CHECKING ACCT-BENCHMARK-AIRPORT	345,671
CHECKING ACCOUNT-BENCHMARK-UNRESTRICTED	<u>2,225,611</u>
TOTAL UNRESTRICTED FUNDS	\$ 7,024,423

RESTRICTED FUNDS - ACCOUNTED FOR AS FOLLOWS:

LGIP ACCT - ARPA - COVID FUNDS	\$	730,942
MONEY MARKET - BENCHMARK - 911 WIRELESS		103,326
VIP ACCT - WIRELESS		343,576
INTEREST CHECKING-BENCHMARK-E911 RESERVE		133,500
INTEREST CHECKING-BENCHMARK-SET ASIDE ACCOUNT		893,211
LGIP ACCT - SET ASIDE ACCOUNT		1,225,923
VIP ACCT - SET ASIDE ACCOUNT		472,164
INTEREST CHECKING-FARMERS BANK-E-CITATION ACCOUNT		27,892
INTEREST CHECKING-BENCHARK-MEDICAL COMPENSATION		66,131
VIP ACCT - BOA - LEASE PURCHASE		-
VIP ACCT - FUND 42 - COUNCIL RESTRICTED		1,145,254
LGIP ACCT - FUND 42 - COUNCIL RESTRICTED		1,467,926
INTEREST CHECKING-BENCHMARK - NARCOTICS FUND-STATE		14,274
INTEREST CHECKING-BENCHMARK-TASK FORCE		-
TOTAL RESTRICTED FUNDS	\$	<u>6,624,119</u>

RESPECTFULLY SUBMITTED:

*Julie Moore*

Julie A. Moore, CPA, CFE, CGFM

**Year-to-Date Costs - Rescue Squad  
July 2025 - June 2026**

	<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>
<b>Labor</b>	835.63	1,313.50	1,003.00	843.52	456.45	860.29	0.00	0.00	0.00	0.00	0.00	0.00	<b>\$5,312.39</b>
<b>Materials</b>	2,785.55	3,872.07	1,920.68	216.56	20.00	406.79	0.00	0.00	0.00	0.00	0.00	0.00	<b>\$9,221.65</b>
<b>Equipment</b>	310.00	310.00	310.00	310.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>\$1,240.00</b>
<b>Fuel</b>	<u>955.34</u>	<u>1,013.90</u>	<u>841.44</u>	<u>1,760.79</u>	<u>670.38</u>	<u>1,069.96</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<b><u>\$6,311.81</u></b>
	\$4,886.52	\$6,509.47	\$4,075.12	\$3,130.87	\$1,146.83	\$2,337.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$22,085.85</b>

**DECEMBER MONTHLY COST-RESCUE SQUAD**

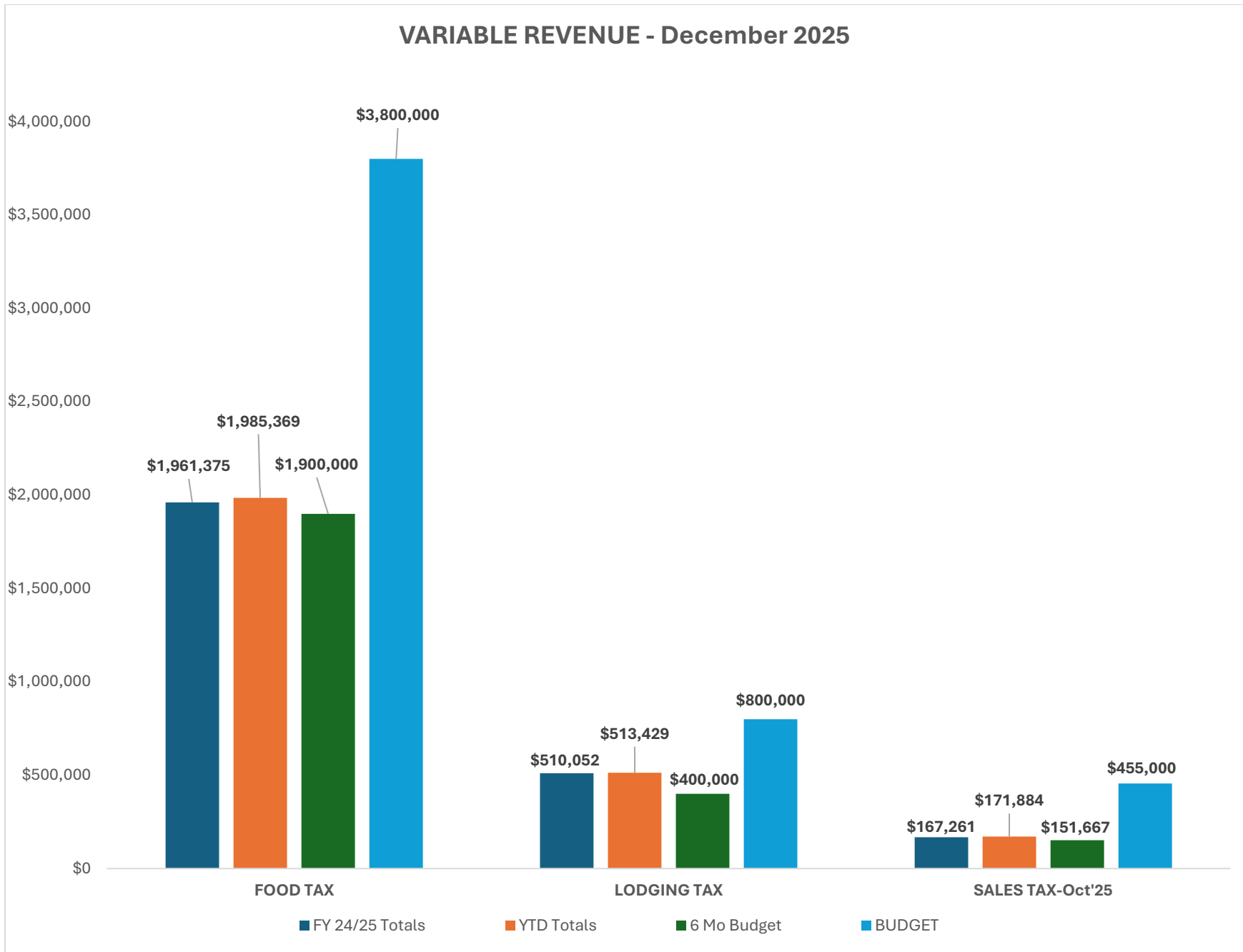
2025

<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>
12-Dec	Rescue 13	Heater Shut off valve	3	\$81.14	\$63.59		
12-Dec	Rescue 13	Valve stem repair	3	\$80.22			
15-Dec	Rescue 12	State Inspection	3	\$70.07	\$20.00		
11-Dec	Rescue 10	Front Tires, lighting issue	10	\$283.61	\$323.20		
2-Dec	Trash Crew	Weekly garbage pickup	3	\$69.05			
9-Dec	Trash Crew	Weekly garbage pickup	3	\$69.05			
16-Dec	Trash Crew	Weekly garbage pickup	3	\$69.05			
23-Dec	Trash Crew	Weekly garbage pickup	3	\$69.05			
30-Dec	Trash Crew	Weekly garbage pickup	3	\$69.05			
		Cut Grass					
		Fuel Cost					\$1,069.96

<b>Total Labor Cost</b>		\$860.29
<b>Total Material Cost</b>		\$406.79
<b>Total Equipment Cost</b>		\$0.00
<b>Total Fuel Cost</b>		<u>\$1,069.96</u>
<b>Total December</b>		\$2,337.04

<b>YTD Total</b>		\$22,085.85
------------------	--	-------------

### VARIABLE REVENUE - December 2025





# Town of Farmville

## Agenda Item Summary

**MEETING DATE:** January 14, 2026

**ITEM NUMBER:** 11.a. – Discussion on Potential Employee Incentives

---

**BACKGROUND:** The topic of Potential Employee Incentives was brought forward and discussed at the January 7, 2026, Work Session.

**RECOMMENDATION:**

**FISCAL IMPACT:**

**ATTACHMENTS:** None



# Town of Farmville

## Agenda Item Summary

**MEETING DATE:** January 14, 2026

**ITEM NUMBER:** 12.a. – Request Adoption of the Code of Ethics and Conduct and Ethics Pledge

---

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

**RECOMMENDATION:** Adopt the Code of Ethics and Conduct and Ethics Pledge.

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. Ethics and Conduct
2. Ethics Pledge

**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 Pairet**

### **TOWN OF FARMVILLE CODE OF ETHICS AND CONDUCT**

This Code and its associated Ethics Pledge are aspirational in nature. As such, they are subordinate to federal, state and local law and do not confer and/or mandate any additional duties beyond those required under existing law, nor do they confer any right or cause of action that does not otherwise apply under existing law.

Recognizing that persons holding public office have been given a public trust and that the stewardship of such office demands that performance be at the highest level of ethical and moral conduct, the Town of Farmville adopts this Code of Ethics and Conduct. To honor the public trust and to serve with integrity, civility, and impartiality, the Mayor, the members of Town Council, and those officials who are appointed by Council pledge to do the following:

1. Provide the highest quality of service to the public, acting in a way that is conscientious, diligent, and transparent.
2. Perform the functions of the office with integrity, avoiding any improper use or influence of the office.
3. Not act on a matter in which a conflict of interest exists and be diligent in avoiding even the appearance of a conflict of interest by disclosing the same and acting in accord with the principles underlying this Code.
4. Behave in a manner that inspires public confidence.
5. Treat the public, town employees, and fellow public officials with professionalism, courtesy, and respect.
6. Serve the public interest by upholding the letter and the spirit of Town, Commonwealth, and Federal statutes, regulations, and policies.

The Mayor and members of Town Council will work together to implement and monitor this Code of Ethics and Conduct and to make changes as needed.

\_\_\_\_\_  
Brian R. Vincent, Mayor

\_\_\_\_\_  
A. D. "Chuck" Reid, Vice-Mayor

\_\_\_\_\_  
Sallie O. Amos, Council Member

\_\_\_\_\_  
John Hardy, Council Member

\_\_\_\_\_  
Thomas M. Pairet, Council Member

\_\_\_\_\_  
Adam B. Yoelin, Council Member

\_\_\_\_\_  
Donald L. Hunter, Council Member

\_\_\_\_\_  
Daniel E. Dwyer, Council Member

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 Pairet

### TOWN OF FARMVILLE ETHICS PLEDGE

1. I understand that as a Town representative, I am entrusted with protecting and preserving the integrity of the Town government.
2. I will honor this trust by:
  - a. Upholding the Town of Farmville Code of Ethics and Conduct;
  - b. Putting the public interest first;
  - c. Conducting myself at all times in a manner that brings credit to the Town;
  - d. Serving with integrity, impartiality and transparency;
  - e. Fostering a culture of cordiality and professionalism;
  - f. Taking no action that will result in or create the appearance of personal gain or conflict of interest.
  - g. Making no private promises of any kind that will bind the duties of any office, since a public servant has no word that can be binding on public duty.
3. I will communicate openly and civilly, listening to all views, seeking common ground as a starting point, and being respectful even in areas of disagreement.

---



# Town of Farmville

## Agenda Item Summary

**MEETING DATE:** January 14, 2026

**ITEM NUMBER:** 12.b. – Request Approval for Town Manager to Sign Authorization to Proceed with an Engineering Study (Repairs to High Street Sewer Pump Station)

---

**BACKGROUND:** Verbal report by the Town Manager.

Attached is a proposal from TRC for an engineering study for the High Street Sewer Pump Station.

The price for the study is as follows:

Pump Station Engineering Study .....	\$50,211
CCTV Inspection .....	\$31,050
TOTAL FEE .....	\$81,261

**RECOMMENDATION:** Approve the Town Manager to sign the Authorization to Proceed with an Engineering Study for Repairs to the High Street Sewer Pump Station

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. PDF - 25 1217 - Revised Town of Farmville High Street Pump Station Study Proposal with Attachment

December 17, 2025

Ms. Kim Thompson, Purchasing Agent  
Town of Farmville  
Post Office Box 368  
Farmville, VA 23901

**RE: Proposal for Engineering Services  
High Street Sewer Pump Station – Engineering Study  
TRC Project No. 698658**

Dear Ms. Thompson:

On behalf of TRC, thank you for the opportunity to present this proposal to The Town of Farmville (Town) for professional engineering services for the High Street Sewer Pump Station Engineering Study as described below.

## **I. PROJECT DESCRIPTION**

The Town's High Street Sewer Pump Station is in need of repair, to include possible replacement of the pumping systems and components as well as address excessive corrosion, buildup of fats, oils and grease (FOG) in the station. In addition, the Town has requested an inspection of the gravity sewer upstream of the pump station.

## **II. SCOPE OF SERVICES**

The Scope of Work (SOW) provided by the Town has the following issues to be addressed within the Study:

1. Determine feasibility of installing a cut-off valve in the station influent pipe.
2. Logistics to allow personnel to enter the wet well for maintenance.
3. Means to provide possible sewer diversion for station maintenance.
4. Replacement of worn pumps and related components.
5. Feasibility of installing system(s) for FOG reduction.
6. Feasibility of installing a screening system to remove debris upstream of the station.
7. Provide overall inspection of the station to ensure no other issues need to be addressed.
8. Provide an opinion of probable project cost for the improvements.
9. For the River Sewer Main CCTV inspection:
  - Pipeline inspection services will be provided by Vortex Services, as outlined in their proposal, attached. Access for cleaning equipment would require heavy duty matting and creek crossing structures, thus it is not included in this proposal. Pipeline inspection without cleaning may not reveal the entire condition of the pipeline.
  - TRC will review cctv inspection results provided by Vortex Services.
  - Prepare a summary memorandum characterizing problem areas throughout the inspected sewer system. This memo will also outline recommendations for necessary collection system improvements and the associated rehabilitation costs.

**III. SCHEDULE**

TRC is prepared to commence with the above-described services immediately upon the Town’s written authorization to proceed (ATP). Following receipt of the executed ATP and receipt of any Town-provided information (construction drawings, etc.), a site visit will be scheduled with the Town to inspect the pump station.

1. TRC will provide a draft Study for Town review and comment within twelve (12) weeks of the field visit.
2. Following receipt of the Town’s review comments, TRC will provide the final Study within three (3) weeks.

**IV. DELIVERABLES**

TRC will provide the following deliverables:

1. The Study will be provided in electronic format (PDF).
2. Hard copies of the Study can be provided, upon request.

**V. FEES**

The proposed fees for the Pump Station Study are on a Lump Sum basis and CCTV inspection are on a Time and Materials basis and will be billed monthly based on our efforts completed at the close of the respective billing period. We will provide a written progress report outlining the status of the project, outstanding issues, items needed, further coordination, or other items of interest to keep the project team informed of progress toward completion.

Pump Station Engineering Study .....	\$50,211
CCTV Inspection .....	\$31,050
<b>TOTAL FEE .....</b>	<b><u>\$81,261</u></b>

**VI. CONTRACT TERMS AND PROVISIONS**

All authorized, services will be performed for the Town in accordance with the terms of the “On-Call Consult Services” contract between TRC (formerly Draper Aden Associates) and the Commonwealth Regional Council, dated August 2, 2021.

## **VII. ASSUMPTIONS / LIMITATIONS**

The following assumptions were made regarding the preparation of this SOW and related fees, which if determined to be incorrect may result in request(s) from TRC for additional compensation:

- TRC will conduct one (1) site visit for the inspection services.
- Meetings with the Town will be virtual.
- Additional services, if required, will be provided by TRC on an hourly basis or a negotiated lump sum fee. A written scope of services and fee proposal will be submitted to the Town for review and consideration prior to commencement of any requested additional services.
- The parties agree that the proposed scope of services may change based on meetings and consultation with the Town or others. The parties agree that should the scope of services change, TRC will provide the Town with a revised proposal or an addendum to this agreement for any such changes and associated costs to be paid by the Town.
- Reimbursable/direct expenses such as copying, printing, mileage, and mailing are included in the above fees.
- No project-specific or site-specific safety training/procedures are required to perform this work.
- TRC will conduct all work in an expeditious manner subject to limitations such as weather, site access, information acquisition, communications, and other factors outside of TRC's control. The schedule of work is subject to many factors that may be unknown at the time of this agreement.
- TRC maintains a Corporate Safety Program to coordinate safety documentation, requirements, and training for this project.
- This proposal does not include any design services for future rehabilitation recommendations outlined.
- A pipe capacity analysis will not be provided.
- Manhole inspections are not included

The following items are excluded from TRC's Scope of Work:

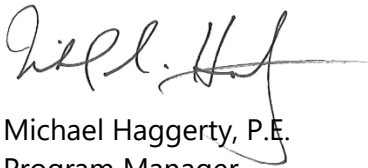
- Performing detailed design of recommended improvements.
- Preparation of construction documents (plans and specifications).
- Topographical surveying.
- Field testing.
- Performing structural analysis of Concrete structures.
- Provide presentation of the Study results to Town Council or other authorities.

Ms. Kim Thompson  
December 17, 2025  
Page 4 of 5

On behalf of TRC, thank you for giving us the opportunity to provide our proposal for professional engineering services. If this proposal meets with your approval, please sign the Authorization to Proceed below and return it to us. Please keep a copy of the proposal for your records. We look forward to working with you on this project. Please do not hesitate to contact us if you have any questions or require any additional information.

Sincerely,

**TRC**

A handwritten signature in black ink, appearing to read "Michael Haggerty", with a long horizontal flourish extending to the right.

Michael Haggerty, P.E.  
Program Manager

Attachment: Vortex Services proposal

**Proposal for Professional Engineering Services  
Engineering Study – High Street Pump Station  
TRC Project No. 698658**

**AUTHORIZATION TO PROCEED**

I/We agree and accept TRC’s proposal to provide the above-described services. We understand the Scope of Services as provided herein and agree to the fees estimated for these services. We further acknowledge that TRC will provide a proposal for any change in the Scope of Services described herein and that a signed agreement to provide those additional services will be executed prior to any work being performed.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



<b>To:</b> TRC Companies	<b>Contact:</b> Mike Haggerty, PE
<b>Address:</b> 249 Western Ave Augusta, ME 43330	<b>Phone:</b> (207) 621-7000
	<b>Email:</b> mhaggerty@trccompanies.com
<b>Project Name:</b> VA - Farmville - High Street PS Sewer Inspection	<b>Bid Number:</b> 2514316
<b>Project Location:</b> Farmville, VA	<b>Bid Date:</b> 11/17/2025

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization	1.00	EACH	\$1,850.00	\$1,850.00
2	CCTV Sanitary Sewers	8.00	DY	\$3,650.00	\$29,200.00

**Total Bid Price: \$31,050.00**

**Notes:**

- Regarding Inspection of 13,000 Lf of Sanitary Sewers: Given terrain, access, ground issues, the number of days quoted are only an estimate and not definitive. Actual days needed to inspect the site could be more or less. Also, it may be that a portion of the sewers are not accessible without ground treatments such as timber matting.
- The project area shown during the site visit is wet even after 5 days no rain. Portions of the project are not accessible due to creek crossings. This project is bid as a CCTV only project. Access to some of the project would need to be matted and may need brush clearing. Access for cleaning equipment not possible without substantial heavy duty matting and creek crossing structures. Manholes will need to be located and uncovered prior to mobilizing to the site and may need to be raised to grade. CCTV Crew can work on locating manholes at the quoted rate.
- All dewatering, damming, flow control, and / or bypass pumping will be provided by Others.
- Proposal includes standard signs and cones. Any additional maintenance of traffic (MOT) needed will be provided by Others.
- Owner will provide access to each and every manhole and or structure. This may include but not limited locating, exposing, and raising buried MH's prior to our crew mobilizing.
- If necessary, Owner will provide Permits & Fees. Vortex will provide our standard insurance coverage. OCP or railroad insurance & or longshoreman insurance is not included.
- If bond is needed please add 1.5%.
- Our Bid Proposal is valid for 30 days from the bid date.
- Site Restoration will be performed by Others.
- This is a unit priced contract and the actual billing will be based on installed quantities. If the installed quantities vary greater than 10% of the bid quantities, Vortex reserves the right to adjust our unit price accordingly.
- Standard wages are included. Therefore, Prevailing wages / Union Wage Rates / Apprenticeships are not included in this bid proposal. Client / GC must notify Vortex if the project is Certified payroll prior to contract execution or additional fees may apply.
- Payment terms: Net 30 days. Interest will be added to balances outstanding after 30 days
- Vortex's bid proposal shall be incorporated into the subcontract agreements. Vortex will initiate this project upon an agreement or receipt of a subcontract or purchase order. Copies of payment and performance bonds must be provided to Vortex.
- Any delays besides weather that is outside of our control will be billed at a standby rate \$350/ hour for the CCTV Crew.

<p><b>ACCEPTED:</b></p> <p>The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p>	<p><b>CONFIRMED:</b></p> <p><b>Vortex Services LLC</b></p> <p><b>Authorized Signature:</b> _____</p> <p><b>Estimator:</b> Craig Welsh (757) 615-7547 cwelsh@vortexcompanies.com</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------