



Town of Farmville

Town Council

July 13, 2022 at 7:00 PM
Council Chamber of the Town Hall
116 North Main Street, Farmville, VA

AGENDA

1. **Call to Order and Welcome Guests**
2. **Invocation by Rev. Matthew Sorenson, Pastor of St. Johns Lutheran Church**
3. **Pledge of Allegiance led by Vice-Mayor Reid**
4. **Roll Call**
5. **Public Comment Period - Please Limit Comments to Three Minutes**
 - a. July 13, 2022 Guests Sign-up Sheet
6. **Request Approval of the Consent Agenda**
 - a. Draft Minutes for meetings held on June 1, 2022, June 8, 2022, and June 15, 2022
7. **Request Approval of the Finance Report**
 - a. Finance Report
8. **OLD BUSINESS**
 - a. Adopt Resolution 2022-07-02 Revise Utility Adjustment Policy
 - b. Discuss and approve the Town Manager sign legal representation letter for Charter change
9. **NEW BUSINESS**
 - a. Request for a Utility Adjustment for Rashah Alkim
 - b. Adopt Resolution 2022-07-03 Mary Branch - Industrial Revitalization Fund Grant
 - c. Request Approval of Council Meeting Dates
 - d. Request Appointment of Vice-Mayor/President of Council
10. **Staff Reports**
 - a. Staff Reports
11. **Standing Committee Reports**
 - a. Standing Committee Reports
12. **Comments by the Mayor and Members of Town Council**
 - a. Comments by the Mayor and Members of Town Council
13. **Closed Session**
 - a. Closed Session: 2.2-3711 (A)(3) Discussion of Acquisition or Lease of Town Property



Town of Farmville

Agenda Item Summary

MEETING DATE: July 13, 2022

ITEM NUMBER: 5.a. – July 13, 2022 Guests Sign-up Sheet

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS:

1. Public Comment Period



**Public Comments
Town Council Meeting
July 13, 2022
Guests Sign Up Sheet
(Please limit comments to three minutes)**

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



Town of Farmville

Agenda Item Summary

MEETING DATE: July 13, 2022

ITEM NUMBER: 6.a. – Draft Minutes for meetings held on June 1, 2022, June 8, 2022, and June 15, 2022

BACKGROUND: The Consent Agenda includes the Draft Minutes of:

The Regular Council Work Session held on June 1, 2022

The Regular Council Meeting held on June 8, 2022

The Special Called Meeting held on June 15, 2022

RECOMMENDATION: Approve the Consent Agenda, as presented.

FISCAL IMPACT:

ATTACHMENTS:

1. 2022-06-01 Work Session Minutes-DRAFT
2. 2022-06-08 Council Meeting Minutes-DRAFT
3. 2022-06-15 Special Called Meeting Minutes-DRAFT

REGULAR WORK SESSION OF THE FARMVILLE TOWN COUNCIL
HELD ON JUNE 1, 2022

At the regular work session of the Farmville Town Council held on Wednesday, June 1, 2022, at 11:00 AM, in the Council Chamber of the Town Hall, 116 North Main Street, Farmville, Virginia, there were present Mayor D.E. Whitus, presiding, and Council members S.O. Amos, G.C. Cole, D.E. Dwyer, T.M. Pairet, A.D. Reid, and B.R. Vincent.

Staff present were Town Manager C. Scott Davis, Chief of Police Andy Ellington, Director of Finance Julie Moore, Director of Community Development Lee Pambid, IT Support Ashley Austin, and Deputy Clerk Jacqueline Vaughan.

Mayor Whitus called the work session to order.

The Deputy Clerk called the roll, noting Council Member D.L. Hunter as absent.

DISCUSSION: COMMUNITY DEVELOPMENT FEE SCHEDULE

Town Manager reported on a proposed fee schedule and advised he would like to have a public hearing at the July 13, 2022 Council meeting. A fee schedule was shared with Council for certain areas for land development, zoning permits, and environmental services and Town Manager reported most localities have a fee for certain work completed by staff. A discussion was held and the matter was tabled until additional information is provided. Council would like to see what some other localities are doing in comparison before moving forward.

AUTHORIZE TOWN MANAGER TO SIGN AGREEMENT WITH TAXING AUTHORITY CONSULTING SERVICES, PC

Town Manager reported topic was discussed previously in a Finance and Ordinance Committee meeting to move to a different third party in collecting the debt owed on personal property and real property.

Mr. Pairet made a motion to allow the Town Manager to sign an agreement with Taxing Authority Consulting Services PC, seconded by Mr. Vincent, and with Council members Amos, Cole, Dwyer, Pairet, Reid, and Vincent voting “yes”, the motion passed.

REQUEST FOR UTILITY BILL ADJUSTMENT AT 203 S. VIRGINIA STREET

Town Manager reported on an email from Diane Farruggio, who owns the property located at 203 S. Virginia Street, in reference to the utility bill received and an explanation that the toilet was causing a leak. Also provided to Council was a statement from staff detailing a discussion with the tenant and what was found when the meter was read on April 22, 2022. Town Manager reported the original bill was almost \$3,000.00 and an adjustment was made reducing the amount to \$1500.97. Councilmembers inquired if the property owner/landlord had been notified of the

water leak prior to receiving the adjusted monthly utility bill, and how much time passed between them being notified and the leak being repaired. After a discussion was held, Council continued the matter until the June 8, 2022 Council meeting, and requested additional information about past utility adjustments made by Council.

**DISCUSSION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDING FOR
FARMVILLE DOWNTOWN PARTNERSHIP**

At a prior meeting, the Farmville Downtown Partnership (FDP) addressed Council to request \$45,000 in funding from the Town's upcoming fiscal year budget. The Town Manager reported that \$30,000 has been allocated for FDP in the proposed 2022-2023 Town Budget and the additional \$15,000 can be funded with ARPA funds. He stated that FDP would be required to show documentation as required by the United States Treasury Final Rule.

Mr. Cole made a motion to use \$15,000. ARPA funds for the Farmville Downtown Partnership, seconded by Mr. Reid.

Town Manager noted he would like to present the matter as a resolution at the regular June Council meeting.

Mr. Cole withdrew his motion, and Mr. Reid withdrew his second.

OTHER MATTERS THAT MAY COME BEFORE THE COUNCIL

Mayor noted three items:

Any type of message sent out for the Town on the message boards or Town social media accounts must be approved by the Town Manager's office. Town Manager advised going forward the message boards will be used only for public safety purposes.

A handicapped space is needed on North Street around the North Street Press Club.

Mayor inquired if any word has been received from the group that was hired for the business economic development.

Town Manager advised a closed meeting with Real Strategies can be scheduled, as most of the material is not for public information until something is announced.

Mr. Reid made a motion to adjourn, Mr. Vincent seconded, and with all Council members voting "aye", the meeting adjourned at 11:24 AM.

APPROVED:

ATTEST:

David E. Whitus, Mayor

Jacqueline Vaughan, Deputy Clerk

REGULAR MEETING OF THE FARMVILLE TOWN COUNCIL
HELD ON JUNE 8, 2022

At the regular meeting of the Farmville Town Council held on Wednesday, June 8, 2022, at 7:00 p.m., in the Council Chambers of the Town Hall, 116 North Main Street, Farmville, Virginia, there present were Mayor David E. Whitus, presiding and Council members T.M. Pairet, A.D. Reid, B.R. Vincent, S.O. Amos, G.C. Cole, D.E. Dwyer and D.L. Hunter.

Staff present were Town Manager C. Scott Davis, Chief of Police Andy Ellington, Director of Finance Julie Moore, Town Attorney Gary Elder, Director of Community Development Lee Pambid, Director of Public Works Robin Atkins, Deputy Clerk Jacqueline Vaughan, IT Support Ashley Austin, and Clerk Mary McKay.

Mayor Whitus welcomed guests and announced Rev. Justin Hicks, with Wesley Campus Ministries, would provide the invocation, followed by the Pledge of Allegiance led by Vice-Mayor Reid.

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

PUBLIC COMMENT PERIOD

Rick Ewing was present to speak and thanked Council for its continued support of the Farmville Library. Mr. Ewing reported on the following items:

The library is giving away free COVID test kits through the Virginia Department of Health, one per person.

All library programs have resumed.

Free lunches will be provided for children through Prince Edward County Schools Monday-Thursday, June 13-30, 2022, from 12:00 p.m.-1:00 p.m. except for June 20, 2022. The library will be closed for the Juneteenth celebration on that date.

The summer reading program kickoff was a great success with 253 participants. The event included tie dying and a book giveaway. Mr. Ewing offered thanks to the Farmville Police Department for coordinating the First Responders Day in conjunction with the event.

With no one else signed up or wishing to speak, Mayor Whitus returned the Council to the regular order of business.

CLOSED SESSION: 2.2-3711 (A)(1)

On a motion by Mr. Vincent, seconded by Mr. Hunter and with all Council members voting “aye”, the Council convened in closed meeting pursuant to the Code of Virginia, in accordance

with the provisions of paragraph A.1 of Section 2.2-3711, for the discussion of performance of the Town Manager and the appointment of the Town Attorney.

On a motion by Mr. Vincent, seconded by Mr. Hunter, and with Council members Cole, Hunter, Vincent, Pairet, Dwyer, Reid and Amos voting “yes”, Council returned to the regular order of business.

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: Vincent

SECOND: Hunter

AYES: Cole, Hunter, Vincent, Pairet, Dwyer, Reid, and Amos

NOES: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

Mary McKay, Clerk

REQUEST APPROVAL OF THE CONSENT AGENDA

On a motion by Mr. Reid, seconded by Mr. Hunter, and with all Council members voting “aye”, the consent agenda was approved. The consent agenda includes the draft minutes

of the regular work session of the Farmville Town Council held on May 4, 2022, and the regular May 11, 2022 Town Council meeting.

REQUEST APPROVAL OF THE FINANCE REPORT

Ms. Moore, Director of Finance, provided a brief overview of the Finance Report. The Library Trust Fund decreased with only interest earned in May remaining in the account. The funds were forwarded to the Central Virginia Regional Library (CVRL). The remaining May interest will also be remitted to CVRL in June. Also, the Capital Improvement Account was closed, and the monies were moved to the Operating Account in May.

On a motion by Mr. Cole, seconded by Mrs. Amos and with all Council members voting “aye”, the Finance Report was approved as submitted.

REQUEST ADOPTION OF RESOLUTION NO. 2022-06-01 – THE TOWN OF FARMVILLE COMPENSATION/CLASSIFICATION PLAN

On a motion by Mr. Pairet to approve Resolution No. 2022-06-01 – The Town of Farmville Compensation/Classification Plan as presented, seconded by Mr. Vincent, and with a recorded vote of Council members Dwyer, Hunter, Vincent, Pairet, Reid, Amos, and Cole voting “yes”, the motion passed.

Resolution #2022-06-01

Approving the Town of Farmville Classification and Compensation Plan for Fiscal Year 2022-2023

WHEREAS, the Town Council has considered the Classification and Compensation Plan that provides for adjustments in ranges of the Plan to be consistent with salary increases for the fiscal year; NOW THEREFORE,

BE IT RESOLVED BY THE TOWN OF FARMVILLE TOWN COUNCIL:

1. The Town of Farmville Classification and Compensation Plan for Fiscal Year 2022-2023 is hereby approved.
2. This resolution shall be in full force and effect on July 1, 2022.

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 Brian Vincent _____.

The Honorable Donald L. Hunter _____.

The Honorable Greg Cole _____.

**REQUEST ADOPTION OF RESOLUTION NO. 2022-06-02 – THE TOWN OF FARMVILLE
FISCAL YEAR 2023-2027 CAPITAL IMPROVEMENT PLAN**

On a motion by Mr. Cole to adopt Resolution No. 2022-06-02 – the Town of Farmville Fiscal Year 2023-2027 Capital Improvement Plan, seconded by Mr. Hunter, and with a recorded vote of Council members Hunter, Vincent, Pairret, Reid, Amos, Cole, and Dwyer voting “yes”, the motion passed.

Resolution #2022-06-02

Approving the Town of Farmville Fiscal Year 2023-2027 Capital Improvement Plan

WHEREAS, the Town Council has considered the proposed Town of Farmville Fiscal Years 2023-2027 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 2023-2027 Capital Improvement Plan is hereby approved.
2. This resolution shall be in full force and effect on July 1, 2022.

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 Brian Vincent _____.

The Honorable Donald L. Hunter _____.

The Honorable Greg Cole _____.

KEEP FARMVILLE MUNICIPAL GOLF COURSE OPEN UNTIL END OF OCTOBER

BACKGROUND: Mr. Dwyer commented with an appraisal not being received on the property and set to close at the end of June, he feels the property would not be able to be sold and marketed as a golf course. He would like to see the greens maintained at the Farmville Municipal Golf Course until it can be determined if there is a potential buyer for the property as a golf course or keep the golf course open for a certain amount of time to determine if it could be marketed as a golf course.

Mr. Pairet made a motion, seconded by Mr. Dwyer, to keep the Farmville Municipal Golf Course open until an appraisal is received and determine what is in the best interest of the Town of Farmville regarding whether the property can be sold as a golf course or as a parcel of land.

With further discussion from Mr. Vincent suggesting a 90-day timeline be set, and with Mrs. Amos in agreement, Mr. Dwyer noted his concern if an appraisal could be received during that timeframe. Town Manager advised a bid for an appraisal has been advertised with no proposals being received. The date has been amended and so far, no one is willing yet to appraise the property. Mr. Elder spoke on the difficulty of receiving a quick appraisal when considering a timeline. Mr. Cole suggested keeping the golf course open at least 60 days after the receipt of an appraisal to allow for an opportunity for review and a decision to be made.

Town Manager inquired of the funding as the budget is based on the golf course being closed, with Mr. Pairet suggesting contingency funds be used. With further discussion from Mr. Cole and Mr. Hunter concerning the timeline, Mayor Whitus suggested keeping the golf course open until the end of October when the season comes to an end.

Mr. Pairet amended his motion to keep the Farmville Municipal Golf Course open until the end of October, with further inquiry from Mr. Dwyer on what will take place at the end of October. Mr. Cole suggested a reevaluation be made at that time with Mr. Dwyer in agreement. Town Manager noted the bid request was for an appraisal at the highest and best use value of the property as requested by Town Council.

Mr. Dwyer amended his second, and with Council members Dwyer, Hunter, Pairet, Reid and Cole voting “yes”, and Council members Vincent and Amos voting “no”, the motion passed.

**REQUEST ADOPTION OF RESOLUTION NO. 2022-06-03 – FISCAL YEAR 2022-2023
TOWN BUDGET**

Mr. Cole made a motion to adopt Resolution No. 2022-06-03 – 2022-2023 Town Budget, seconded by Mr. Hunter, and with Council members Dwyer, Hunter, Vincent, Pairet, Reid, Amos and Cole voting “yes”, the motion passed.

Resolution #2022-06-03

Approving the Town of Farmville Fiscal Year 2022-2023 Proposed Budget

WHEREAS, the Town Council has held the required public hearing on the Town of Farmville Fiscal Year 2022-2023 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 2022-2023 Proposed Budget is hereby approved and adopted.
2. This resolution shall be in full force and effect on July 1, 2022.

Approved:

Mayor

Attest: _____
Clerk of Council

I certify that the above resolution was:

Adopted on _____.

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

The Honorable A.D. "Chuckie" Reid: _____.

The Honorable Sallie O. Amos _____.

The Honorable Daniel E. Dwyer _____.

The Honorable Tommy Pairat _____.

The Honorable Brian Vincent _____.

The Honorable Donald L. Hunter _____.

The Honorable Greg Cole _____.

REQUEST ADOPTION OF RESOLUTION NO. 2022-06-04 ARPA FUNDING FOR FARMVILLE DOWNTOWN PARTNERSHIP

Mr. Vincent made a motion to adopt Resolution No. 2022-06-04 allocating \$15,000. for Farmville Downtown Partnership using ARPA funding, seconded by Mr. Pairet, and with Council members Amos, Cole, Dwyer, Hunter, Pairet, Reid, and Vincent voting “yes”, the motion passed.

Resolution #2022-06-04

Providing American Rescue Plan Act Funds to Farmville Downtown Partnership

WHEREAS, the Town of Farmville received funds from the United States Treasury through the American Rescue Plan Act in June of 2021 and will receive the second phase of funding in June 2022; and

WHEREAS, the United States Treasury has issued a final ruling on the use of said funds by local governments; and

WHEREAS, nonprofit organizations such as Farmville Downtown Partnership are allowed to receive American Rescue Plan Funding from a local government; and

WHEREAS, the Farmville Downtown Partnership has requested \$15,000 in funding from the Town of Farmville; NOW THEREFORE,

BE IT RESOLVED BY THE TOWN OF FARMVILLE TOWN COUNCIL:

1. The Town of Farmville Town Council approves granting \$15,000 from the American Rescue Plan Act funds to Farmville Downtown Partnership.
2. Farmville Downtown Partnership shall prove negative impact from COVID-19 as described in the Final Ruling by the United States Treasury such as decline in employment or meeting payroll needs, showing decrease in revenue, and/or capacity to weather financial hardship.
3. This resolution shall be in full force and effect July 1, 2022.

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 Brian Vincent _____.

The Honorable Donald L. Hunter _____.

The Honorable Greg Cole _____.

REQUEST FOR UTILITY BILL ADJUSTMENT AT 203 S. VIRGINIA STREET

BACKGROUND: From a previous discussion at the June 1, 2022 Work Session, Town Manager reported on two items: if the property owner received the original bill which they did, and what other adjustments have been made in the past. This information was provided to Council. Mr. Cole inquired about the additional information requested on the timeline on when the bill was received, when the meter was read, and when the repairs were made. Town Manager advised it was all one month, when the meter was read and noticed it was high, contact was made with the tenant, then contact was made with the owner who fixed the leak immediately. After a discussion was held, **Mr. Cole made a motion to write off 90% from the original bill of \$2961.16, and for the property owner to pay 10% (\$296.12), seconded by Mr. Hunter, and with further discussion, then with Council members Dwyer, Hunter, Pairet, Reid, Vincent, Amos, and Cole voting “yes”, the motion passed.**

REQUEST ON BEHALF OF SYLVIA OLIVER TO CLOSE A PORTION OF LONGWOOD AVENUE FOR A JUNETEENTH CELEBRATION

BACKGROUND: Town Manager reported Ms. Oliver has been notified and is okay with the shortened span from Vaughan to Holly. **Mr. Hunter made a motion to approve the request to**

close a portion of Longwood Avenue for a Juneteenth celebration, seconded by Mr. Vincent, and with all Council members voting “aye”, the motion passed.

REQUEST ON BEHALF OF WILLIAM E. JOHNSON, JR. TO CLOSE A PORTION OF HILL STREET

BACKGROUND: Town Manager reported on the annual request for a street closure in that area. Mr. Reid made a motion to close the portion of Hill Street for their annual Farmville All-Stars event, seconded by Mr. Hunter, and with all Council members voting “aye”, the motion passed.

APPOINTMENTS TO THE FARMVILLE PLANNING COMMISSION

BACKGROUND: Personnel Committee Chairman Reid reported the committee met and recommended the following to the Farmville Planning Commission: the reappointment of Dr. John Miller (At-Large), Ms. Jayne Johnson (Ward A), and the new appointment of Mr. Rhett Weiss (Ward B).

Mr. Reid made a motion to appoint the following to the Farmville Planning Commission as recommended: the reappointment of Dr. John Miller (At-Large), Ms. Jayne Johnson (Ward A), and the new appointment of Mr. Rhett Weiss (Ward B), seconded by Mr. Pairet, and with Council members Amos, Cole, Dwyer, Pairet, Hunter, Reid, and Vincent voting “yes”, the motion passed.

REQUEST FOR BUSINESS LICENSE REFUND – 1020 WEST THIRD STREET, LLC DBA NAPA OF FARMVILLE

Mr. Pairet made a motion to refund the remainder of the business license for 1020 West Third Street, LLC dba NAPA of Farmville, seconded by Mr. Vincent, and with Council members Cole, Hunter, Vincent, Pairet, Dwyer, Reid, and Amos voting “yes”, the motion passed.

REQUEST FOR BUSINESS LICENSE REFUND – THE WOODLAND, INC.

Mr. Pairet made a motion to refund the remainder of the business license for The Woodland, Inc., seconded by Mr. Vincent, and with Council members Cole and Hunter abstaining due to a conflict of interest and with Council members Vincent, Pairet, Dwyer, Reid, and Amos voting “yes”, the motion passed.

AUTHORIZE TOWN MANAGER TO SIGN AN AGREEMENT WITH THE BERKLEY GROUP

BACKGROUND: Town Manager reported the agreement is included in the budget. The Berkley Group will provide human resources consulting services as needed, once a Human Resources Manager is hired.

Mr. Hunter made a motion to authorize the Town Manager to sign an agreement with the Berkley Group for human resources consulting services, seconded by Mr. Cole, and with all Council members voting “aye”, the motion passed.

STANDING COMMITTEE REPORTS

Finance and Ordinance Committee, Mr. Cole, Chairman – no report

Public Safety Committee, Mr. Hunter, Chairman, reported a meeting is being scheduled.

Parks/Recreation Committee – Mr. Vincent, Chairman, reported on meetings being held with collaborators for the scheduled Farmville Fireworks After Dark event.

Infrastructure Committee, Mr. Pairet, Chairman – no report

Mr. Dwyer – no report

Personnel Committee, Mr. Reid, Chairman – no report

Mrs. Amos reported a letter was received from Mr. and Mrs. VanRomondt concerning waiving the fee for a water and sewer tap, and she wants to bring the issue back before Council to determine if the fee can be waived.

Mr. Davis reported this individual purchased under the ordinance that was created at the onset of the pandemic for a certain period of time. If taps were acquired and then a certificate of occupancy was received by a certain date, a partial refund would be made. The certificate of occupancy was not received by the deadline. Town staff cannot provide a rebate due to the ordinance. Town Manager noted Mrs. Amos brought up several months ago the topic of extending the ordinance which was denied by Council to extend the life of that ordinance into a further period. After discussion, Mr. Elder was asked to review the ordinance to see if Council can grant that exception and bring forward to the July meeting. Mr. Elder asked if the Town Manager would email the specifics of the issue for review.

STAFF REPORTS

Town Manager reported the brickwork has been replaced with stamped concrete as part of the paving project. Longwood Avenue and Johnston Drive are currently being worked on with Crestview and some other areas already completed.

COMMENTS BY THE MAYOR AND MEMBERS OF TOWN COUNCIL

There being no other business, on a motion by Mr. Hunter, seconded by Mr. Cole, the meeting adjourned at 8:40 PM.

APPROVED:

ATTEST:

David E. Whitus, Mayor

Mary H. McKay, Clerk of Council

SPECIAL CALLED MEETING OF THE FARMVILLE TOWN COUNCIL
HELD ON JUNE 15, 2022

At the special called meeting of the Farmville Town Council held on Wednesday, June 15, 2022, at 12:00 p.m., in the Town Manager's Conference Room, 116 North Main Street, Farmville, Virginia, there were present Mayor David E. Whitus, presiding, and Council members D.L. Hunter, T.M. Pairet, A.D. Reid, B.R. Vincent, S.O. Amos, G.C. Cole, and D.E. Dwyer.

Staff present was Clerk Mary McKay.

Mayor Whitus called the meeting to order.

The Clerk called the roll noting all members were present.

CLOSED SESSION – PERSONNEL

On a motion by Mr. Vincent, seconded by Mr. Hunter, and with all Council members voting "aye", Council went into closed session under paragraph **A.1. of Section 2.2-3711** of the Code of Virginia, for the discussion of the Town Manager's performance evaluation.

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: Vincent

SECOND: Pairet

AYES: Pairet, Reid, Vincent, Amos, Cole, and Dwyer

NOES: None

ABSENT DURING VOTE: Hunter

ABSENT DURING MEETING: None

Clerk of Council

There being no other business, on a motion by Mr. Pairet, seconded by Mr. Vincent, the meeting was adjourned.

APPROVED:

ATTEST:

David E. Whitus, Mayor

Mary H. McKay, Clerk of Council

DRAFT



Town of Farmville

Agenda Item Summary

MEETING DATE: July 13, 2022

ITEM NUMBER: 7.a. – Finance Report

BACKGROUND: Verbal Report by the Finance Director.

RECOMMENDATION: Approve the Finance Report, as presented.

FISCAL IMPACT:

ATTACHMENTS: None



Town of Farmville

Agenda Item Summary

MEETING DATE: July 13, 2022

ITEM NUMBER: 8.a. – Adopt Resolution 2022-07-02 Revise Utility Adjustment Policy

BACKGROUND: Report by the Town Manager.

This topic was discussed in the June 30, 2022 Finance and Ordinance Committee meeting, and at the July 6, 2022 Work Session. It was recommended to proceed with a Resolution updating the Utility Adjustment Policy.

RECOMMENDATION: Adopt Resolution 2022-07-02 Approving the revised Water and Wastewater Utility Adjustment Policy

FISCAL IMPACT:

ATTACHMENTS:

1. Revised Utility Adjustment Policy Resolution

Resolution #2022-07-02

Approving the revised Water and Wastewater Utility Adjustment Policy

BE IT RESOLVED BY THE TOWN OF FARMVILLE TOWN COUNCIL:

1. The Town Manager and Finance Director are hereby authorized to implement the revised operational policy for water and wastewater utility adjustments as provided in the attached document.
2. This resolution shall be in full force and effect upon 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 Pairt _____.

The Honorable Brian Vincent _____.

The Honorable Donald L. Hunter _____.

The Honorable Greg Cole _____.



Town of Farmville

Agenda Item Summary

MEETING DATE: July 13, 2022

ITEM NUMBER: 8.b. – Discuss and approve the Town Manager sign legal representation letter for Charter change

BACKGROUND: Report by the Town Manager.

RECOMMENDATION: Approve the Town Manager sign legal representation letter for Charter change.

FISCAL IMPACT:

ATTACHMENTS:

1. Town of Farmville - Representation Letter

HEFTY WILEY & GORE, P.C.

July 7, 2022

Scott Davis
Town Manager
116 N. Main Street
Farmville, VA 23001

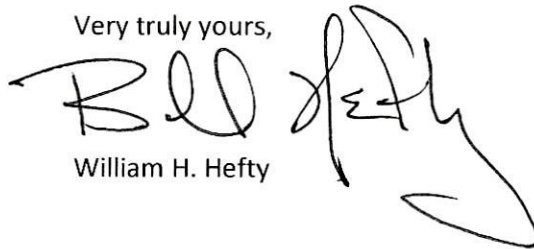
Dear Scott:

This letter is to confirm that our firm will represent the Town regarding changes to the Town Charter for introduction in the 2023 session of the Virginia General Assembly. As part of the representation we will meet with you and Council if necessary during the summer and early fall to finalize the changes that the Town wants, meet with legislators representing the Town to get their support for a charter amendment, have the charter amendment introduced and lobby in support of the changes during the 2023 session.

As we discussed, our fee for such representation would be a flat fee of \$24,000. We would propose billing you \$2,000 a month from this July 1 through next June 30.

If this is acceptable, please sign below and return to me.

Very truly yours,


William H. Hefty

Accepted for the Town of Farmville



Town of Farmville

Agenda Item Summary

MEETING DATE: July 13, 2022

ITEM NUMBER: 9.a. – Request for a Utility Adjustment for Rashah Alkim

BACKGROUND: Report by the Town Manager.

This topic was discussed at the June 30, 2022 Finance and Ordinance Committee meeting. The Committee recommended bringing the request forward to Council for approval.

RECOMMENDATION: Accept the recommendation of the Finance and Ordinance Committee and approve the utility adjustment request of Rashah Alkim.

FISCAL IMPACT:

ATTACHMENTS:

1. Rashah Alkim

Brittney Hornstein

From: Candlewood <Candlewood@partnershippm.com>
Sent: Tuesday, May 10, 2022 8:58 AM
To: Brittney Hornstein
Subject: Candlewood Apts- 1105E- Rashah Alkim-Water bill adjust request

Hello Mrs. Hornstein,

Mr. Alkim had a toilet leak issue that caused it to constantly run. It was so quiet that I would not have been able to tell it. He reported it to us and we fixed it that same day. Can you please adjust his water bill? We greatly appreciate you all working with us here at Candlewood. Have a great day.

Rachel Dingus
Candlewood Site Manager
Partnership Property Management
1107-B West Osborne Road
Farmville, Virginia 23901
P: 434-315-0356
F: 434-414-9088
Candlewood@partnershippm.com

Name
Address
Reason

RASHAH I ALKIM
1105 E W OSBORN RD
LEAKING TOILET

DATE:
Account
Period

5/10/2022
3123111-0
4

LOWEST THREE OF
LAST SIX
24.84
24.84
24.84

AVG 24.84

BILL AMOUNT 246.15
SUBTRACT AVERAGE
= LEAK AMOUNT 221.31

DIVIDED IN HALF 110.66

ADDED BACK TO AVERAGE
FOR NEW BILL AMOUNT 135.50

Water Credit 50.29
Sewer Credit 60.36

Total Credit 110.65

-leak chk 5-10
w/ Turn off

Credit Memo

6711

✓
SK
5-11-22

• 1st Adjustment

Name
Address
Reason

RASHAH I ALKIM
1105 E W OSBORN
LEAKING Tub

DATE:
Account
Period

6/15/2022
3123111-0
5

LOWEST THREE OF	24.84
LAST SIX	24.84
	24.84

AVG	24.84
-----	-------

BILL AMOUNT	342.02 •
SUBTRACT AVERAGE	
= LEAK AMOUNT	317.18

DIVIDED IN HALF	158.59
-----------------	--------

ADDED BACK TO AVERAGE
FOR NEW BILL AMOUNT **183.43 •**

Water Credit	72.08
Sewer Credit	86.51
<u>Total Credit</u>	<u>158.59</u> •

• 2nd proposed Adjustment

Rashah I. Alkim
1105 W Osborn Rd
Apt E
Farmville, VA 23901

June 22, 2022

Farmville Town Council
116 N Main St
Farmville, VA 23901

To the Farmville Town Council:

I, Rashah Alkim called in to pay my water bill on April 27th, 2022 and was told it was very high. Usually, my bill runs around \$25.00-35.00 per month (please see attached for billing history from the past year), however this bill was \$342.02. I spoke to the apartment manager (Rachel Dingus) on April 27th, 2022 and they addressed the leak in the toilet, however they missed the leak in the shower, only correcting the leaking toilet. I was quoted a new bill after a first adjustment of \$491.00 (total amount for both months). I am requesting a second adjustment due to the leak in the shower continuing into the following month before it was detected.

Please see the attached letter from the apartment manager, Rachel Dingus. The letter states that Rashah Alkim reported a high water bill and leaking toilet on April 27th, 2022. The Candlewood Apartments maintenance staff fixed the toilet leak. Later they were notified about the continued high water usage and found that the tub had been leaking as well, from on or before April 27th but the leak was not noticeable by the eye. The Candlewood Apartments maintenance staff replaced the tail front cartridge on June 1, 2022. The leaks in this unit were two separate leaks and the tub leaked during two billing cycles.

Sincerely,

Rashah I. Alkim

 6/22/2022

06/22/2022

I Rashah Alkin called in
to pay my water bill in May
and I was told it was very high
usually my bill runs around
\$35⁰⁰ per month, this bill was
around 300 (estimating). I spoke to the
Apartment manager they addressed the leak
however they missed the leak at
the shower only correcting the toilet
leak. I was quoted a new bill
after a 1st adjustment of 491⁰⁰
I am requesting another adjustment
some type of relief. Sincerely
Rashah Alkin

**Town of Farmville
Customer Recent Activity Report**

Report Date: 06/16/22 11:26 AM

Account Id: 3123111-0

Owner:

Bill To: ALKIM, RASHAH I

Property Location: 1105 E W OSBORN RD

Active Services:

Water

Sewer

Recent Billings:	Bill Date	Due Date	Amount Billed	Amount Due	Usage	Principal Balance	Interest/Penalty
Wat/Sew	05/27/22	06/20/22	342.02	342.02	W/S: 31500	342.02	0.00
Wat/Sew	04/30/22	05/20/22	5/11 (110.65) 135.50	149.05	W/S: 23200	135.50	13.55
Wat/Sew	03/31/22	04/20/22	24.84	0.00	W/S: 1200	0.00	0.00
Wat/Sew	02/28/22	03/20/22	44.84	0.00	W/S: 1200	0.00	0.00
Wat/Sew	01/31/22	02/20/22	24.84	0.00	W/S: 1400	0.00	0.00
Wat/Sew	12/31/21	01/20/22	24.84	0.00	W/S: 900	0.00	0.00
Wat/Sew	11/30/21	12/20/21	24.84	0.00	W/S: 1500	0.00	0.00
Wat/Sew	10/31/21	11/20/21	24.84	0.00	W/S: 1100	0.00	0.00
Wat/Sew	09/30/21	10/20/21	24.84	0.00	W/S: 1400	0.00	0.00
Wat/Sew	08/31/21	09/20/21	24.84	0.00	W/S: 1500	0.00	0.00
Wat/Sew	07/31/21	08/20/21	24.84	0.00	W/S: 1200	0.00	0.00
Wat/Sew	06/30/21	07/20/21	28.08	0.00	W/S: 1900	0.00	0.00

Current Balance:

\$491.07

Avg W/S: 5667

\$477.52

\$13.55

Recent Payments & Adjustments:

Type	Date	Amount	Description
Payment	05/31/22	27.33	VT
Payment	05/10/22	47.33	CS
Payment	02/22/22	52.17	VT
Payment	12/07/21	101.13	CS

Customer Deposit Balance: \$100.00

Candlewood Apartments Memo

To: Whom this may concern

From: Rachel Dingus, Candlewood Office

Date: 6/17/22

Subject: 1105 E Alkim Rashah Water Bill Adjustment

Alkim Rashah reported a high water bill and leaking toilet on April 26/27, 2022. This water issue was fixed by our on site maintenance guy by replacing the inside guts. Then, we received another notice that the tub was leaking, after investigating this report, we were aware that the leak had been going on from or even before April 27, 2022 but was not noticeable by the eye. The Tail front cartridge was replaced on 6/1/22 by the onsite maintenance. This project took 3 hours to complete. The leaks in this unit were two separate leaks and the tub leak did go on into another month.



Rachel Dingus

Candlewood Site Manager

1107 B W Osborne Road

Farmville, VA 23901

candlewood@partnershippm.com

434-315-0356

434-414-9088 (fax)

PARTNERSHIP PROPERTY MANAGEMENT

REQUEST FOR MAINTENANCE

RESIDENTS NAME: Aikim Rashak
APARTMENT NUMBER: 1105E

DATE: 4/27
TIME: 87

SERVICE REQUESTED:

WATER Leaking?

Notified by PE about high water bill

WILL SOMEONE BE AT HOME? ☐ YES ☐ NO

PERMISSION TO ENTER? ☐ YES ☐ NO

RESIDENT'S SIGNATURE: _____

(TO BE COMPLETED BY THE MAINTENANCE CARETAKER & FILED IN THE SITE OFFICE)
SERVICE COMPLETED: _____

CARETAKER
SIGNATURE: _____

DATE: _____
Rev. 07/2016

MT(NA)00-005

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PARTNERSHIP PROPERTY MANAGEMENT

REQUEST FOR MAINTENANCE

RESIDENTS NAME: Aikim Rashak
APARTMENT NUMBER: 1105E

DATE: 4-26-27
TIME: _____

SERVICE REQUESTED: Water Ball High Leak

WILL SOMEONE BE AT HOME? ☒ YES ☐ NO

PERMISSION TO ENTER? ☒ YES ☐ NO

RESIDENT'S SIGNATURE: _____

(TO BE COMPLETED BY THE MAINTENANCE CARETAKER & FILED IN THE SITE OFFICE)
SERVICE COMPLETED: Change Filter Valve

and Repair shut off Valve

CARETAKER
SIGNATURE: E.C

DATE: 4-25-27
Rev. 07/2016

MT(NA)00-005

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PARTNERSHIP PROPERTY MANAGEMENT

REQUEST FOR MAINTENANCE

RESIDENTS NAME: Arlan Delonice DATE: 6/1/22
APARTMENT NUMBER: 1105 E TIME: _____
SERVICE REQUESTED: Replace Tail Finest Corridor

WILL SOMEONE BE AT HOME?

☒ YES
☐ NO

PERMISSION TO ENTER?

☒ YES
☐ NO

RESIDENT'S SIGNATURE: _____

(TO BE COMPLETED BY THE MAINTENANCE CARETAKER & FILED IN THE SITE OFFICE)

SERVICE COMPLETED: Replace Tail Corridor
Locking

CARETAKER
SIGNATURE:

E.C

DATE: 6/1/22

MT(NA)00-005

"This institution is an equal opportunity employer and provider."

Rev. 07/2016



Town of Farmville

Agenda Item Summary

MEETING DATE: July 13, 2022

ITEM NUMBER: 9.b. – Adopt Resolution 2022-07-03 Mary Branch - Industrial Revitalization Fund Grant

BACKGROUND: Report by the Town Manager.

This topic was discussed at the July 6, 2022 Work Session. There is a grant opportunity to assist in the rehabilitation of the Mary E. Branch Community Center. A locality can apply for the grant to assist the non-profit group in seeking funds through the Department of Housing and Community Development. The deadline for the Industrial Revitalization Fund Grant is mid-August.

RECOMMENDATION: Adopt Resolution 2022-07-03 Approving Application by the Town of Farmville in Partnership with the Mary E. Branch Community Center for the Industrial Revitalization Fund Grant Program.

FISCAL IMPACT:

ATTACHMENTS:

1. Mary Branch - IRF Grant Resolution

Resolution #2022-07-03

**Approving Application by Town of Farmville in Partnership with Mary E. Branch
Community Center for the Industrial Revitalization Fund Grant Program**

WHEREAS, the Mary E. Branch Community Center, a 501(c) (3) organization, has asked the Town of Farmville and Prince Edward County for assistance in methods to rehabilitate the former Mary E. Branch School structure and create a Mary E. Branch Heritage Center; and

WHEREAS, the cost to rehabilitate this structure will be costly, but the facility will have the ability to create more community work space, rental space, and a place to mentor and tutor students; and

WHEREAS, certain grants available to localities can be used to assist nonprofit organizations; and

WHEREAS, Mary E. Branch Community Center has requested the Town of Farmville apply for the Industrial Revitalization Fund Grant through the Virginia Department of Housing and Community Development; and

WHEREAS, the Commonwealth Regional Council staff will assist in preparing the grant application on behalf of the Town of Farmville; and

WHEREAS, should the Industrial Revitalization Fund Grant be awarded to the Town of Farmville, the Town Council will have to further evaluate future matching funds to the grant; NOW THEREFORE,

BE IT RESOLVED BY THE TOWN OF FARMVILLE TOWN COUNCIL:

1. The Town of Farmville Town Council approves for staff to apply for the Industrial Revitalization Fund Grant to assist the Mary E. Branch Community Center.
2. The Town of Farmville Town Council will evaluate any matching funds and the sharing of the cost of matching funds with other localities or organizations should the grant be awarded.
3. This resolution shall be in full force and effect upon 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 Pairt _____.

The Honorable Brian Vincent _____.

The Honorable Donald L. Hunter _____.

The Honorable Greg Cole _____.



Town of Farmville

Agenda Item Summary

MEETING DATE: July 13, 2022

ITEM NUMBER: 9.c. – Request Approval of Council Meeting Dates

BACKGROUND: The following are dates for the Regular Monthly Council Meetings July-December 2022:

July 13, 2022
August 10, 2022
September 14, 2022
October 12, 2022
November 9, 2022
December 14, 2022

RECOMMENDATION: Approve the Council Meeting dates, as listed.

FISCAL IMPACT:

ATTACHMENTS: None



Town of Farmville

Agenda Item Summary

MEETING DATE: July 13, 2022

ITEM NUMBER: 9.d. – Request Appointment of Vice-Mayor/President of Council

BACKGROUND: Town Code Section 2-21. – President states “The Council shall at its first regular meeting in July of each even year elect from their number a person to be known as *president* of the council, who shall, when the mayor is absent or cannot sit, have all the powers and perform all the duties conferred by law upon the mayor; provided, that any vacancy in the office of mayor shall be filled as required by law.”

RECOMMENDATION: Approve the reappointment of Mr. A.D. Reid as Vice-Mayor/President of Council for another two-year term.

FISCAL IMPACT:

ATTACHMENTS: None



Town of Farmville

Agenda Item Summary

MEETING DATE: July 13, 2022

ITEM NUMBER: 10.a. – Staff Reports

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: None



Town of Farmville

Agenda Item Summary

MEETING DATE: July 13, 2022

ITEM NUMBER: 11.a. – Standing Committee Reports

BACKGROUND:

FINANCE AND ORDINANCE – CHAIRMAN GREG COLE

PUBLIC SAFETY – CHAIRMAN DONALD HUNTER

PERSONNEL – CHAIRMAN CHUCK REID

INFRASTRUCTURE – CHAIRMAN TOMMY PAIRET

PARKS /RECREATION – CHAIRMAN BRIAN VINCENT

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: None



Town of Farmville

Agenda Item Summary

MEETING DATE: July 13, 2022

ITEM NUMBER: 12.a. – Comments by the Mayor and Members of Town Council

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: None



Town of Farmville

Agenda Item Summary

MEETING DATE: July 13, 2022

ITEM NUMBER: 13.a. – Closed Session: 2.2-3711 (A)(3) Discussion of Acquisition or Lease of Town Property

BACKGROUND: Mr. Mayor,

I move that the Farmville Town Council convene in closed meeting pursuant to the Code of Virginia, in accordance with the provisions of paragraph A.3. of Section 2.2-3711, for the discussion of Acquisition or Lease of Town Property.

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.

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: None