

REGULAR MEETING OF THE FARMVILLE TOWN COUNCIL
HELD ON OCTOBER 8, 2014

At the regular meeting of the Farmville Town Council held on Wednesday, October 8, 2014 at 7:00 pm in the Council Chamber of the Town Hall, located at 116 North Main Street, Farmville, Virginia, there present were Mayor D.E. Whitus, presiding and Council members D.E. Dwyer, D.L. Hunter, S.B. Thompson, T.M. Pairet, A.D. Reid, J.J. Davis and G.C. Cole.

Staff present was Town Manager, Gerald Spates; Town Attorney, Donald Blessing; Town Treasurer, Carol Anne Seal; Chief of Police, Douglas Mooney; Director of Public Works, Robin Atkins; Town Planner, Cindy Morris and Town Clerk, Lisa Hricko. Also in attendance was Captain, Andy Ellington.

Mayor Whitus called the meeting to order and welcomed guests. He announced that this evening will be the final invocation presented by Reverend Price. Reverend Price will be retiring. Mayor Whitus thanked him for his many years of service as Chaplin for the Farmville Police Department and for providing the invocation at Town Council meetings.

Reverend Price gave the invocation, followed by the Pledge of Allegiance led by Vice Mayor Reid.

Mayor Whitus announced the public comment period.

PUBLIC COMMENT PERIOD

Ms. Jennifer Cox, Longwood University's Director of Commuter Life thanked the Town Manager and the Director of Public Works for their quick response in responding to an issue regarding a crosswalk. She introduced Mr. Adam Fletcher, Vice President of Student Government Association at Longwood University and then provided Council with an update on various University matters:

- Fall break is October 13th and 14th;
- Town and county residents are welcome to sign up for the Longwood alerts. Those interested may do so by registering at <http://alerts.longwood.edu/e2campus/>;

Mr. Spates thanked Ms. Cox and the Longwood University for their support with an issue on First Avenue regarding students living off campus.

No one else present wished to address Council and the public comment period was closed.

Mayor Whitus asked that the agenda be set aside in order to address a resolution of appreciation.

**REQUEST ADOPTION OF RESOLUTION OF APPRECIATION FOR REVEREND
JAMES PRICE**

On motion by Mr. Reid, seconded by Mr. Hunter and with all Council members voting “aye”, the resolution of appreciation on behalf of Reverend James Price was adopted.

**Resolution of Appreciation
Reverend James Price**

WHEREAS, Reverend James Price has served as the Chaplin for the Farmville Police Department and as the prayer leader at the Farmville Town Council meetings; and

WHEREAS, throughout his public service to the Town of Farmville he has displayed the highest degree of professionalism and integrity; and

WHEREAS, he has served the Farmville community faithfully and with the utmost professionalism; and

WHEREAS, as Chaplin for the Farmville Police Department he has provided counseling and guidance to the Officers and their families; and

WHEREAS, Reverend Price has shown compassion and respect to individuals he serves.

NOW THEREFORE BE IT RESOLVED, that the Farmville Town Council on this day, Wednesday, October 8, 2014 approve this Resolution of Appreciation for Reverend James Price for his outstanding service to the Town of Farmville and its citizens; and

BE IT FURTHER RESOLVED, that a copy of this resolution be placed in the Minute Book.

Signed this 8th day of October 2014

BACKGROUND: Mayor Whitus said Reverend Price will be missed and again thanked him for his years of service.

PRESENTATION BY LONGWOOD UNIVERSITY – MASTER PLAN

Mayor Whitus welcomed Mr. Justin Pope, Longwood University’s Chief of Staff for President W. Taylor Reveley IV. Mr. Pope addressed Council on the University’s Master Plan process and their 2014-2018 Strategic Plan.

The Strategic Plan identifies key proprieties for the University. Mr. Pope spoke of the importance of campus pedestrian traffic by alumni, friends and students and the significance of a vibrant community that is welcoming to students and staff. He said the Board recently approved

another round of merit increases for University faculty and staff that will amount to approximately 3 million dollars for Longwood employees, which in-turn will filter down to the Farmville community.

Mr. Pope said the University has selected Cooper, Robertson & Partners, an architecture and urban design firm based out of New York City for its Master Plan. He said the firm is well versed in new urbanism and spoke of the importance of tying together the campus and the community. Mr. Pope identified the “community” as one of the key focuses for Cooper, Robertson. He said University plans to include key players when developing its master plan, mentioning several Town staff persons that will be contacted for their input. In addition, Mr. Pope said the University plans on hosting a day and evening session community forum and invited Council members to schedule individual meetings, if they desired.

Mr. Pope then introduced Mr. Thomas Ffrisbie-Fulton Longwood University’s Director of Campus Planning & Design. Mr. Ffrisbe-Fulton spoke briefly on the project; followed by introductions of staff from Cooper, Robertson & Partners.

Mr. Spates addressed the visitors thanking Dr. Wills and the pilots at the Farmville Regional Airport for taking the Chinese teachers that have been visiting Longwood University flying over Farmville. He said all the teachers enjoyed themselves and commented how much they appreciated the experience.

Council returned to their regular order of business.

REQUEST APPROVAL OF THE MINUTES OF THE SEPTEMBER 10, 2014 REGULAR COUNCIL MEETING

On amended motion by Mr. Reid, seconded by Mr. Davis and with Council members Dwyer, Pairet, Reid, Davis and Cole voting “aye”, and Council members Thompson and Hunter “abstaining”, stating they were not present, the minutes of the September 10, 2014 regular Council meeting were approved, as presented.

REQUEST APPROVAL OF TREASURER’S REPORT

On motion by Mr. Davis, seconded by Mr. Hunter and with all Council members voting “aye”, the monthly Treasurer’s Report was approved, as presented.

BACKGROUND: The Town Treasurer reported that this month the Town did borrow off its line of credit; however, the amount borrowed was less than the amount borrowed last year.

REQUEST APPROVAL TO PAY BILLS

On motion by Mr. Reid, seconded by Mr. Hunter and with a recorded vote with Council members Dwyer, Hunter, Thompson, Pairet, Reid, Davis and Cole voting “aye”, payment of the bills was approved, as presented:

Bills Printed in Minute Book

STAFF REPORTS

Members received copies of the following monthly staff reports:

- Building Official’s Report;
- Property Inspector’s Report;
- Police Department Report;
- Recreation Department Report;
- Golf Course Report;
- Sanitation and Recycling Report;
- Parking Meter Tally

BACKGROUND: The Town Manager provided an overview of the staff reports.

TOWN MANAGER’S REPORT

The Town Manager updated Council on several projects:

- Mottley Lake / Luck Stone – the State has scheduled a public hearing on October 16th.

The Town’s geologist Tom Rice will be attending the hearing on the Farmville’s behalf;

- Osborn Road sidewalk, curb and gutter – waiting on report from engineers regarding drainage;
- ICA, Farmville has contracted with Flecher Mangum Economic Consulting, LLC out of Richmond for its financial economic impact study;
- The Shoppes @ College Plaza shopping center has been sold;
- Farmville Downtown Partnership – copy of letter thanking the Town for its support with

The Annual High Bridge Half & 5K;

- Updated Council on the status of the LOVE artwork

REQUEST LEGAL COUNSEL FOR THERMOPAVE MATTER

On motion by Mr. Hunter, seconded by Mr. Reid and with all Council members voting “aye”, the recommendation to hire the legal counsel of Spotts and Fain Law to represent the Town of Farmville in matters relating to the thermopave issue was approved.

BACKGROUND: Mayor Whitus said he and Mr. Spates discussed the thermopave matter and agree that with Town Attorney, Don Blessing stepping down as Farmville's attorney in December, it would be beneficial to the Town to have the legal counsel of Spotts and Fain represent the town in this matter.

REQUEST FOR SIDEWALK, CURB AND GUTTER ON THE 1200 BLOCK OF 4TH AVE.

On motion by Mr. Pairet, seconded by seconded by Mrs. Thompson and with all Council members voting "aye", the request by Ms. Barbara Covington-Trinkle for the installation of sidewalk, curb and gutter on the 1200 block of 4th Ave., Ext. was denied.

BACKGROUND: At the September Council meeting, this matter was referred to the Asset and Resource Committee for their recommendation. The Committee asked that all adjacent property owners be contacted to determine if they supported the project. Mr. Spates said none of the responses received were in favor of the homeowner paying half the cost and the several were opposed to the project. Council's policy has been that if the homeowner requested the installation for sidewalk, curb and gutter and it was not due to a safety issue, the homeowner would pay half of the cost.

COMMITTEE REPORTS

Mayor Whitus said at every regular Council meeting he will ask the Chairman of each standing committee to provide members with an update on issues assigned to their committee:

Finance and Ordinance Committee, Chairman Davis – Mr. Davis said the Finance and Ordinance Committee meets the first Wednesday. The Committee' mindset is "where do you want the town's debt to be in five years". He said they have begun to review and discuss the Town's finances and look into ways to reduce the Town's debt. They discussed several possibilities, mentioning selling property the town owns (the 4th Avenue property and the Reid property), looking into the reductions of large deficient items and ongoing landfill costs. Also discussed was the importance of establishing a contingency fund to meet the town's needs. Mr. Davis said this is an ongoing assignment and the Committee is still gathering information. The Finance and Ordinance Committee has also been assigned the task of drafting a Meals and Travel Policy which Mr. Davis anticipates presenting to Council at the next meeting.

Public Safety, Chairman Hunter – Mr. Hunter said he will be scheduling a meeting in the near future. Members discussed radio communications between various law enforcement departments within the region.

Town Asset and Resources, Chairman Pairet – The Committee is gathering information on creating a dog park. Mr. Pairet said a possible site has been identified - property adjacent to the DMV building. However, there are several remaining issues that must be addressed, mentioned parking and additional land. Mr. Spates said the project's initial cost estimate \$31,000 with a recurring monthly cost of \$145.00. Mr. Pairet said once the two remaining issues have been addressed, the Committee will be recommending Town Council hold a public meeting to gauge the community's interest in helping raise the funds needed project. He stressed the importance of the community's commitment to maintain and upkeep the dog park.

Community Development and Marketing, Chairman Thompson – Mrs. Thompson spoke of creating a Community Christmas Tree and Tree Lighting Ceremony. She identified the entrance to the High Bridge Trail as a possible location for the event. Mrs. Thompson said she has contacted various organizations and businesses, all spoke in support of the event. Mrs. Thompson said she will be meeting with her Committee in the near future to discuss the details.

Personnel Committee, Chairman Reid – Mr. Reid said he will be scheduling a meeting in November. He asked that he and his Committee members be provided copies of the job descriptions of each supervisor.

COMMITTEE ASSIGNMENT – FARMERS MARKET

On motion by Mr. Davis, seconded by Mrs. Thompson and with all Council members voting “aye”, the Farmville Community Marketplace / Farmers Market was assigned to the Town Assets and Resources Committee.

BACKGROUND: Mayor Whitus said there has been some confusion as to who / or which committee will be working with the Farmville Community Marketplace / Farmers Market. Council directed the Town Manager will work with the Town Assets and Resources Committee on the Farmers Market. Mr. Rodney Lewis will be overseeing its operation.

REQUEST TO CLOSE HILL STREET ON SATURDAY, OCTOBER 18, 2014

On motion by Mr. Reid, seconded by Mr. Hunter and with all Council members voting “aye”, the request on behalf of Race Street Baptist Church to close Hill Street from 9:00 am through 3:00 pm on October 18, 2014 for the Annual All Start Reunion and bizarre, was approved.

BACKGROUND: The Town Manager said he saw no issue with granting the request.

REQUEST AUTHORIZATION FOR THE TOWN TREASURER TO TRANSFER FUNDS

On motion by Mr. Davis, seconded by Mr. Reid and with a recorded vote with Council members Dwyer, Hunter, Thompson, Pairet, Reid, Davis and Cole voting “aye”, the request on behalf of the Town Treasurer to transfer the Probation and Parole Fund to the General Fund was approved. A revenue fund will be set up for the lease payments and the building insurance will be added to the Buildings and Grounds Funds.

BACKGROUND: The Probation and Parole Fund was set up as a construction fund when the building was being constructed. Since the building is no longer under construction, the Town’s auditors have suggested the Probation and Parole Fund be incorporated back into the General Fund.

REQUEST AUTHORIZATION TO ADVERTISE FOR A TOWN ATTORNEY

On motion by Mrs. Thompson, seconded by Mr. Hunter and with all Council members voting “aye”, the recommendation by Mayor Whitus to advertise a Request for Proposals (RFP) to solicit proposals for an attorney for the Town of Farmville was approved. The RFP will be for thirty (30) days.

BACKGROUND: Town Attorney, Donald Blessing was recently elected to the bench and as of December will no longer be serving as the Farmville’s attorney. Mayor Whitus congratulated Mr. Blessing on his judgeship and thanked him for his 30 years of service as the Town Attorney. Mayor Whitus said he had spoken with Mark Flynn an attorney for the Virginia Municipal League and Mr. Flynn will be forwarding the Town several RFPs.

REQUEST FOR FORMAL ACTION BY COUNCIL ON THE VOLUNTARY BOUNDARY

ADJUSTMENT

On motion by Mr. Pairet, seconded by Mr. Reid and with a recorded vote with Council members Dwyer, Hunter, Thompson, Pairet, Reid, Davis and Cole voting “aye”, the motion to request the Board of Supervisors of Prince Edward County consider three (3) voluntary boundary adjustment requests was approved. The two citizen initiated requests are: the Smith Farm on behalf of Mr. Russell Harper, Manager of Harper Associates Real Estate Development, Acquisition and Investments and property located on Milnwood Road on behalf of Mr. Robert J. Martin III, Manager of Cedar Level LLC. The third request is for six (6) acres of land located off Industrial Park Road by the SMI Steel owned by the Town of Farmville.

BACKGROUND: This matter has been discussed by Council previously, but not formal action was taken. Mr. Spates said the Prince Edward County Administrator is requesting Town Council to take formal action on voluntary boundary adjustment requests.

REQUEST ON BEHALF OF FARMVILLE DOWNTOWN PARTNERSHIP FOR FREE PARKING ON MAIN STREET FROM NOVEMBER 7 THROUGH DECEMBER 24, 2014

On motion by Mr. Hunter, seconded by Mr. Cole and with all Council members voting “aye”, the request on behalf of Farmville Downtown Partnership for a moratorium of parking meter collections from November 7 through December 24, 2014 was referred to the Assets and Resources Committee for their recommendation to Council.

BACKGROUND: In order to promote leisurely shopping and eating during the holiday season, Farmville Downtown Partnership has requested Council bag the parking meters on Main Street. Members spoke in support of the various in-store promotions and activities planned for the downtown area during the holiday season. Also discussed were the complaints that the Farmville Police Department and the Town Manager’s Office received from Main Street business owners in from 2012 when Council approved the “free parking” for the holiday season.

REQUEST ADOPTION OF TWO RESOLUTIONS IN SUPPORT OF THE REGIONAL PROCESSING FACILITY FOR AQUACULTURE PRODUCTS

On motion by Mr. Hunter, seconded by Mr. Davis and with a recorded vote with Council members Dwyer, Hunter, Thompson, Pairet, Reid, Davis and Cole voting “aye”, the motion to adopt the resolution in support of the application to the Virginia Tobacco Indemnification and Community Revitalization Commission for agri-business and southside economic developments funds for a regional processing facility for aquaculture products was approved.

On motion by Mrs. Thompson, seconded by Mr. Hunter and with a recorded vote with Council members Dwyer, Hunter, Thompson, Pairet, Reid, Davis and Cole voting “aye”, the motion to adopt the resolution in support of the application to the Virginia Tobacco Indemnification and Community Revitalization Commission for agribusiness and southside economic development funds for regional processing for aquaculture products was approved.

**RESOLUTION
IN SUPPORT OF APPLICATION TO
THE VIRGINIA TOBACCO INDEMNIFICATION
AND COMMUNITY REVITALIZATION COMMISSION
FOR AGRIBUSINESS FUNDS
FOR REGIONAL PROCESSING FOR AQUACULTURE PRODUCTS**

WHEREAS, the Town of Farmville is eligible, through the Virginia Tobacco Indemnification and Community Revitalization Commission, to apply for Agribusiness Funds for Fiscal Year 2015.

WHEREAS, the Town of Farmville is applying for Virginia Tobacco Indemnification and Community Revitalization Commission's Agribusiness Funds for the October 2014 deadline for funds in the amount of \$398,500 for Regional Aquacultured Processing Facility Equipment.

WHEREAS, this agribusiness project qualifies for Tobacco Commission funding as it will result in increased net farm income.

WHEREAS, the Tobacco Commission does not require matching funds for this project type, however the percentage of leverage funds from other sources for the overall construction of this project is 70%. The Town of Farmville will be providing a 6% (\$73,100) matching funds through land, site development, power, water and sewer.

NOW THEREFORE BE IT RESOLVED, that the scope of work identified in the Virginia Tobacco Indemnification and Community Revitalization Commission application is ready to go and approval of full funding is vital to the creation of this regional aquaculture processing facility.

BE IT FURTHER RESOLVED, the Town of Farmville urges the Virginia Tobacco Indemnification and Community Revitalization Commission to recognize the need for this regional processing for aquaculture products which will create 16 new jobs, retain over 40 jobs and will result in increased net farm income.

Adopted this 8th day of October, 2014 by the Farmville Town Council.

**RESOLUTION
IN SUPPORT OF APPLICATION TO
THE VIRGINIA TOBACCO INDEMNIFICATION
AND COMMUNITY REVITALIZATION COMMISSION
FOR SOUTHSIDE ECONOMIC DEVELOPMENT FUNDS
FOR A REGIONAL PROCESSING FACILITY FOR AQUACULTURE PRODUCTS**

WHEREAS, the Town of Farmville is eligible, through the Virginia Tobacco Indemnification and Community Revitalization Commission, to apply for Southside Economic Development Funds for Fiscal Year 2015.

WHEREAS, the Town of Farmville is applying for Virginia Tobacco Indemnification and Community Revitalization Commission's Southside Economic Development Funds for the October 2014 deadline for funds in the amount of \$194,000 for a Regional Processing Facility for Aquaculture Products.

WHEREAS, this economic development project qualifies for Tobacco Commission funding as it will result in the creation of 16 new full time jobs and retain over 40 jobs within the Virginia Aqua-Farmers Network, LLC (VAN) producers in Southside and Southwest Virginia.

WHEREAS, the Tobacco Commission does not require matching funds for this project type, however the percentage of leverage funds from other sources for the overall construction of this project is 85%. The Town of Farmville will be providing a 6% (\$73,100) in-kind matching funds through land, site development, power, water and sewer.

NOW THEREFORE BE IT RESOLVED, that the scope of work identified in the Virginia Tobacco Indemnification and Community Revitalization Commission application is ready to go and approval of full funding is vital to the creation of this regional aquaculture processing facility.

BE IT FURTHER RESOLVED, the Town of Farmville urges the Virginia Tobacco Indemnification and Community Revitalization Commission to recognize the need for this regional processing facility for aquaculture products which will create 16 new jobs and retain of over 40 jobs through the 20 VAN aqua-farmers.

Adopted this 8th day of October, 2014 by the Farmville Town Council.

BACKGROUND: Mr. Spates said the Town is working with Dr. Lynn Blackwood on an aquaculture product development project. Dr. Blackwood is interested in opening a regional processing facility. The proposed facility will be located off Industrial Park Road, on the 5.3 acres six acres requested in the voluntary boundary adjustment. It is anticipated that the proposed project will employ twelve people. Mr. Spates said Dr. Blackwood is working with Virginia State University and VA Tech on the project and also Longwood University.

Mr. Spates said once the voluntary boundary adjustment is complete. The Town would transfer the property to the Farmville Industrial Development Authority and the Authority would “give” the property for the development of a regional processing facility. There would be a reversion clause, that if the project was not successful, the land would revert back to the Town. He estimated the value of the property at \$50,000 and said the Town would also aid in clearing the property. Mr. Spates said there is no financial liability for the Town and identified ICA, Farmville as a similar economic development project.

CLASS 2 STRUCTURE BURN BUILDING FOR THE FARMVILLE VOLUNTEER FIRE DEPARTMENT

On motion by Mr. Hunter, seconded by Mr. Reid and with a recorded vote with Council members Dwyer, Hunter, Thompson, Pairet, Reid and Davis voting “aye”, and Council member Cole “abstaining”, saying he does not have enough information on this matter, the motion to move forward with the Class 2 Structure Burn Building was approved. The total project cost is \$529,682 - \$450,000 in grants funds and \$79,682 from the Town, which is to be taken from the Recreation Department budget.

BACKGROUND: In order to qualify for grant funds from the Virginia Department of Fire Programs, the Town must build a class 2 structure burn building instead of a class 1. This change means the Town will have to pay any costs over the \$450,000. The project was bid out and Jamerson - Lewis was the low bid of \$529,682. Mr. Spates said the Town received the recreation grant from Centra that was not included in this year’s budget. Those funds are being apportioned for the Firemen’s Sports Arena roof, siding and parking lot lights. The monies set aside in

recreation from the sale of timber and an insurance claim can be used to offset the \$79,682 for the class 2 structure burn building. Members discussed this matter.

Mr. Spates said the class 2 training structure is needed for this region. When the Farmville Volunteer Fire Department does structure training, they travel to Buckingham meaning that Farmville's equipment is out of service until they return to Town.

REQUEST USE OF CRUTE STAGE FOR VETERAN'S DAY PROGRAM

On motion by Mr. Hunter, seconded by Mr. Dwyer and with all Council members voting "aye", the request on behalf of Fuqua School for the use of Crute Stage on November 11, 2014 for a Veteran's Day Program and Flag Retiring Ceremony was approved. Council also approved the closing 4th Street for the event.

BACKGROUND: Fuqua School is assisting Mr. Andrew Murphy with his Eagle Scout Project. A reception for the VFW Post 7059 will follow the program.

REQUEST FOR USE OF THE FIREMEN'S SPORTS ARENA ON BEHALF OF THE HEART OF VIRGINIA FREE CLINIC

On motion by Mrs. Thompson, seconded by Mr. Cole and with all Council members voting "aye", the request on behalf of the Heart of Virginia Free Clinic for the use of the Firemen's Sports Arena on December 31, 2014 for a formal gala fundraiser event was approved. The organization is required to have Farmville Police Officers on premises, if alcohol will be on site.

BACKGROUND: The Heart of Virginia Free Clinic has requested a fee waiver on use of the facility for a New Year's Eve gala fundraiser dance to benefit the clinic. Council spoke in support of the event and emphasized that police security must be present for the event.

THE TOWN MANAGER AND/OR STAFF PROVIDED A VERBAL REPORT ON THE FOLLOWING MATTERS:

Members received copies of the following:

- Farmville Downtown Partnership monthly report;
- Information from the Virginia Municipal League in reference to the Regional Supper pertaining to the 2015 General Assembly session;
- Letter regarding 223 Hylawn Avenue;
- Longwood University's – Color Me Pink 5k run on October 26, 2014;
- Agenda for the Council Retreat;

- Draft Memorandum of Understanding that will be sent to Longwood University in reference to leasing Town streets;
- ICA Monthly Housing Report;
- Information regarding the Civil War 150th Anniversary Sesquicentennial
- Employee Overtime Report;

The Town Manager suggested that the proposed bus maintenance facility be set aside for the time being. He said when the Town is ready to proceed with the project, he foresees no issue with the Town reapplying and receiving the grants funds;

The Director of Public Works reminded members of the Town’s Fall Clean-up Campaign on Monday, October 20, 2014.

THE MAYOR AND COUNCIL MEMBERS COMMENTED ON THE FOLLOWING MATTERS:

Mayor Whitus reminded members of the VML Regional Supper being held at the Farmville Train Station on Thursday, October 30 at 6:00 pm. He also spoke of the many changes to the Conflict of Interest Act and the Freedom of Information Act along with the recommendation that localities adopt an ordinance setting a monetary limit on the acceptance of gifts. Mr. Hunter suggested the Finance and Ordinance Committee research this matter.

Mr. Reid asked that the Town look into creating a FACEBOOK page;

Mr. Hunter thanked the Town Manager for addressing the issue regarding the garbage truck. He said he was interested in speaking with Chief Mooney regarding the Drug Market Intervention (DMI) program that was discussed at the VML Conference.

There being no other business the meeting adjourned at 8:43 pm.

APPROVED:

ATTEST:

David E. Whitus, Mayor

Lisa M. Hricko, Clerk