

REGULAR MEETING OF THE FARMVILLE TOWN COUNCIL
HELD ON DECEMBER 10, 2014

At the regular meeting of the Farmville Town Council held on Wednesday, December 10, 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 Treasurer, Carol Anne Seal; Chief of Police, Douglas Mooney; Town Planner, Cindy Morris and Town Clerk, Lisa Hricko.

Mayor Whitus called the meeting to order and welcomed guests. Mr. Cole gave the invocation, followed by the Pledge of Allegiance led by Vice Mayor Reid.

Mayor Whitus announced the public comment period and reminded guests of the three minute speaking limit.

Ms. Jennifer Cox, Director of Commuter Life for Longwood University shared with Council various events taking place at Longwood. She said Exam Week begins on December 8th and runs through December 12th. The students will begin returning from the holiday break as early as Wednesday, January 7th and sorority recruitment will run from January 8th through January 11th. Ms. Cox thanked Mayor Whitus and the Town Manager for attending Longwood's December Board of Visitor's meeting. She thanked retiring Farmville Police Chief Mooney and said it has been a pleasure working with him and thanked him for his service and dedication to the community.

Mayor Whitus introduced Dr. Nate Saunders, Associate Professor, of Exercise Science for Longwood University and said Dr. Saunders is an Exercise Physiologist, who specializes in fall prevention and successful aging.

Dr. Saunders spoke of the importance of a healthy living lifestyle and the long term affects it has on an individual's functional capacity. He said his emphasis on the study of exercise science focuses on how the body adapts and changes in response to exercise. He presented a power point presentation which dealt with aspects of health and wellness. Dr. Saunders concluded his presentation asking for the community's support and participation. He said more data is needed in relation to the African American population and health research grant funds are available. The grant application process requires letters of support and individuals willing to participate in the study.

CONSENT AGENDA

On motion by Mrs. Thompson, seconded by Mr. Hunter and with all Council members voting “aye”, the motion to approve the consent agenda was approved, as presented. The consent agenda included the minutes of the November 5, 2014 work session, the minutes of the November 12, 2014 regular Council meeting and the Treasurer’s Report.

REQUEST APPROVAL TO PAY THE BILLS

On motion by Mr. Reid, seconded by Mr. Pairet 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.

TOWN MANAGER’S REPORT

The Town Manager reported on the following matters:

- The Personnel Committee will begin the interview process for the position of Chief of Police on Wednesday, January 7th;
- Update on the renovations to the Firemen’s Sports Arena – the Town will be soliciting bids on painting the inside of the building;
- Burn Building project – site work will begin this month;
- ICA anticipates presenting its Economic Impact Study at the January 7th work session meeting;
- LOVE artwork dedication is scheduled on Friday, December 19th at 12:00 noon.

CLOSED MEETING MOTION

On motion by Mr. Davis, seconded by Mr. Hunter and with all Council members voting “aye”, Council went into closed session under **Section 2.2-3711.A.1 of the Code of Virginia, as amended** for discussion of the appointment of a Town Attorney of the Town of Farmville and discussion of applicants for the position of Chief of Police of the Town of Farmville and **Section 2.2-3711.A.3 of the Code of Virginia, as amended** for discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

On motion by Mr. Davis, seconded by Mr. Reid and with all Council members voting, “aye”, 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, as amended** 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:

MOTION:

SECOND:

AYES:

NOES:

ABSENT DURING VOTE:

ABSENT DURING MEETING:

Clerk

Mayor Whitus returned the meeting to the regular order of business.

STANDING COMMITTEE REPORTS

Finance and Ordinance Committee, Chairman Davis – Mr. Davis asked members to consider adopting the Finance and Ordinance Committee's recommendations on out of town travel expenses for Town employees and Council members as modified at the December work session. In addition, Mr. Davis said the Finance and Ordinance Committee has also been asked to recommend a monetary limit on a gift that a Council member can receive. He asked that this matter be continued pending action by the General Assembly.

REQUEST APPROVAL OF POLICIES ON OUT OF TOWN TRAVEL EXPENSES

On motion by Mr. Cole, seconded by Mr. Hunter and with a recorded vote with Council members Dwyer, Hunter, Thompson, Pairet, Reid, Davis and Cole voting "aye", the following

polices on out of town travel expenses were approved, as recommended by the Finance and Ordinance Committee.

Town of Farmville Employee Handbook –

Section 5: Employment Policies and Information

5.25 Lodging, Meal and Incidentals

Mileage Reimbursement

Mileage reimbursement rates are the current reimbursement rates set forth by the Internal Revenue Service.

Overnight Lodging

All requests for overnight lodging must be approved by the Town Manager or Department Head prior to registering for a conference or training. Lodging expenses are limited to the actual cost of the room; first consideration is given to the hotel hosting the event. Lodging will not be approved for events less than two hours travel time between the Town and the event site for single day events.

Meal Expenditures

Receipts are required for all reimbursement of meal expenses and shall not exceed the per diem meal allowance:

| | |
|---------|-----------|
| \$7.00 | breakfast |
| \$11.00 | lunch |
| \$23.00 | dinner |

If meal(s) cost is included with any convention, conference or seminar fees then a meal expense for that meal(s) will not be reimbursed.

Disallowed Expenses:

Disallowed expenses include:

- Lost or stolen articles;
- Alcoholic beverages;
- Damage to personal vehicles, clothing or other items;
- Services to gain entry to a locked vehicle;
- Movies charged to hotel bills
- All expenses related to personal negligence of the traveler, such as fines
- Entertainment expenses
- Travel insurance
- Towing charges
- Non-conference expenses for spouses and guests

The above list is not all-inclusive. Travelers should use prudent judgment and remember that all travel expense accounts are open to the public.

TOWN COUNCIL and ADMINISTRATIVE TRAVEL POLICY

Lodging, Meal and Incidentals

Mileage Reimbursement

Mileage reimbursement rates are the current reimbursement rates set forth by the Internal Revenue Service.

Overnight Lodging

Lodging expenses are limited to the actual cost of the room; first consideration is given to the hotel hosting the event. Lodging will not be approved for events less than two hours travel time between the Town and the event site for single day events.

Meal Expenditures

Receipts are required for all reimbursement of meals. If meal(s) cost is included with any convention, conference or seminar fees then a meal expense for that meal(s) will not be reimbursed.

Disallowed Expenses:

Disallowed expenses include:

- Lost or stolen articles
- Alcoholic beverages
- Damage to personal vehicles, clothing or other items
- Services to gain entry to a locked vehicle
- Movies charged to hotel bills
- All expenses related to personal negligence of the traveler, such as fines
- Entertainment expenses
- Travel insurance
- Towing charges and
- Non-conference expenses for spouses and guests

The above list is not all-inclusive. Travelers should use prudent judgment and remember that all travel expense accounts are open to the public.

Council returned to Standing Committee Reports.

Public Safety Committee, Chairman Hunter – Mr. Hunter has no report at this time.

Town Asset and Resource Committee, Chairman Pairet – Mr. Pairet provided members with an update on the proposed dog park. He said the Committee has met with representatives of the dog park group and have agreed on a location. The parcel under consideration for the dog park is located off of Virginia Street and First Street by DMV. The Town owns two parcels and Mr. Fred Pearson owns the two adjacent parcels. Mr. Pearson has been contacted regarding his

interest in selling, donating, or swapping his property and has agreed to swap the two parcels for two residential water taps and two residential sewer taps. Mr. Pairet said the dog park group will be forming a 501c3 organization to begin raising the \$31,000 needed for a dog park and they are aware of Council's interest in holding a public meeting to gauge the community's support of the dog park. Mr. Pairet said he is asking for Council's support in moving forward with the project.

Members voiced their concerns with purchasing the property, with no funds being raised by the organization. A motion was made for Council to adopt a "show of support by Council for the dog park", it was later withdrawn when during discussions it was noted that the group must form the 501c3 status before they can accept donations. The Town Manager offered the option of swapping the two parcels for the two residential water and residential sewer taps yet not moving forward with the project until the necessary funds were raised by the group.

REQUEST AUTHORIZATION TO PURCHASE TWO PARCELS OWNED BY FRED PEARSON FOR TWO RESIDENTIAL WATER TAPS AND RESIDENTIAL SEWER TAPS

On motion by Mr. Pairet, seconded by Mrs. Thompson and with a recorded vote with Council members Dwyer, Hunter, Thompson, Pairet, Reid, Davis and Cole voting "aye", the request by the Town Asset and Resource Committee to purchase the two parcels owned by Fred Pearson and identified as *Exhibit Showing Two Parcels, prepared by W.E. Nash, Town Surveyor, Deed Book 316 Page 184* in exchange for two residential water taps and two residential sewer taps was approved. The Town Manager was directed to present Town Council's offer to Mr. Pearson.

BACKGROUND: Members spoke in support of a dog park but expressed reluctance to purchase property for the proposed dog park when the organization has not raised any funds. Discussion concluded with the agreement that the Town would offer two residential water taps and two residential sewer taps for the two parcels next to the property the Town owns located on First Street and Virginia Street next to the DMV, with the understanding that the project will not move forward until the organization raises the funds for the dog park.

Council returned to Standing Committee Reports.

Community Development and Marketing Committee, Chairman Thompson – Mrs. Thompson said the Committee will be developing strategies and incentives programs for prospective businesses and be looking into ways to promote Farmville, to include updating the Town's website and creating a brochure.

Personnel Committee, Chairman Reid – Mr. Reid said the Committee interviewed six attorneys/law firms that submitted proposals for the Town Attorney position. He said after careful consideration the Committee is recommending attorney, Andrea Erard. Ms. Erard has extensive experience in municipal law and she is also an associate professor, teaching local government law, at the University of Richmond. Mr. Reid said Ms. Erard is very familiar with the Virginia Municipal League and the Virginia Association of Counties Organization.

REQUEST APPOINTMENT OF ANDREA ERARD AS TOWN ATTORNEY

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”, the recommendation by the Personnel Committee to appoint Attorney, Andrea Erard as Town Attorney for the Town of Farmville was approved. Mayor Whitus noted that the appointment of Town Attorney is an annual appointment and Ms. Erard’s appointment will be until June 30, 2015.

BACKGROUND: The Personnel Committee interviewed the six attorneys/law firms that submitted proposals for the Town Attorney position. The Committee agreed that Ms. Erard’s qualifications and experience clearly matched the needs of the Town of Farmville. Council directed the Town Manager to enter into a contract with Ms. Erard for her services as Town Attorney for the Town of Farmville.

Mr. Reid continued with his Personnel Committee report. He reported that the Personnel Committee reviewed approximately 50 applications for the position of Chief of Police. Ten applications have been selected for the first phase of interviews, which will begin on Wednesday, January 7th, 2015.

REQUEST APPOINTMENT OF INTERIM CHIEF OF POLICE FOR THE TOWN OF FARMVILLE

On motion by Mr. Reid, seconded by Mrs. Thompson and with all Council members voting “aye”, the recommendation by the Personnel Committee to appoint Assistant Chief, Andy Ellington as Interim, Chief of Police for the Town of Farmville was approved, effective Friday, December 12, 2014.

BACKGROUND: In November, Police Chief, Doug Mooney announced his retirement effective, January 5, 2015, with his last day in uniform on Friday, December 12, 2014. Mr. Reid reported that the Personnel Committee is moving forward with the interview process for a new

Chief of Police; however, the Department will need an interim Chief until the process is complete. He said the Committee is recommending Assistant Chief Andy Ellington be appointed Interim Chief of Police until a new Chief of Police is appointed.

ADOPT A VISION STATEMENT

On motion by Mr. Cole, seconded by Mr. Hunter and with all Council members voting “aye”, the recommendation by Mr. Cole to readopt the Town’s current “vision statement” changing the date of 2020 to 2030 was approved.

BACKGROUND: At Council’s October Retreat, Mr. Cole agreed to write Council’s new vision statement. He said Council’s current vision statement on the town’s website, matches this Council’s goals and objectives. He suggested Council amend the date to 2030 and formulate this Council’s aspirations as discussed at the retreat.

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

Members received the Downtown Farmville Partnership monthly report;

Mr. Spates informed Council that the Department of Mines, Minerals and Energy has notified the Town that the Luck Stone Corporation does qualify for a Surface Mine Permit.

The Farmville Area Chamber of Commerce presented the Town of Farmville with the “Looking Our Best” award at their Christmas dinner;

Employee Christmas dinner is at 6:00 pm, on Tuesday, December 23rd at the Firemen’s Sports Arena;

The Town will be soliciting bids on the following – sewer line camera; replacement of roof at the Public Works Department; and painting the interior of the Firemen’s Sports Arena. Mr. Spates said all the items are included in the 2014-2015 Town Budget and he is recommending the Asset and Resource Committee open the bids.

Chief Doug Mooney submitted his Five Year State of the Department and Progress Report. The report highlighted the accomplishments of the Department. Members commended Chief Mooney on his goals and vision for the Departments and on the Departments accomplishments under his leadership. The Mayor, Town Council and Town Manager all spoke of his accomplishments and the wonderful job he has done as Chief of Police for the Town of Farmville.

COUNCIL MEMBERS COMMENTED ON THE FOLLOWING MATTERS:

Mr. Davis and Mr. Pairet expressed their appreciation to Mrs. Cindy Morris, Town Planner on her efforts with the LOVE works project.

Mr. Pairet thanked Mr. Spates for his work on the dog park project.

There being no other business, the meeting adjourned.

APPROVED:

ATTEST:

David E. Whitus, Mayor

Lisa M. Hricko, Clerk