

REGULAR MEETING OF THE FARMVILLE TOWN COUNCIL
HELD ON SEPTEMBER 9, 2015

At the regular meeting of the Farmville Town Council held on Wednesday, September 9, 2015, at 7:00 pm in the Council Chamber of the Town Hall, located at 116 North Main Street, Farmville, Virginia, there present Mayor D.E. Whitus, presiding, and Council member D.E. Dwyer, S.B. Thompson, T.M. Pairet, A.D. Reid, J.J. Davis and G.C. Cole. Council member D.L. Hunter was absent.

Staff present was Town Manager, Gerald Spates; Town Attorney, Andrea Erard; Chief of Police, Curtis Davis; Town Treasurer, Carol Anne Seal; Director of Public Works, Robin Atkins; Town Planner, Cindy Morris and Town Clerk, Lisa Hricko.

Mayor Whitus called the meeting to order. Reverend Michael P. Kendall, Lead Pastor of the Farmville United Methodist Church offered the invocation and Vice Mayor Reid led the Pledge of Allegiance.

Mayor Whitus set the agenda aside in order for Town Council to recognize the Prince Edward Farmville Youth Association - Dixie Youth Angels players, coaches and parents who competed in the World Series held this year in North Carolina. Mayor Whitus and Vice Mayor Reid presented the players and coaches with trophies in recognition of their accomplishments. Cake was provided in the lobby area. A five minutes recess was called.

The meeting returned to the regular order of business.

PUBLIC COMMENT PERIOD

Mayor Whitus opened the public comment portion of the meeting and reminded guests to limit their comments to three minutes.

Ms. Jennifer Cox, Director of Commuter Life at Longwood University provided members with an update of upcoming events:

- Convocation, Sept. 10th;
- Representatives from the lead agencies for the State Managed Shelter, the Department of Social Services and the Virginia Department of Emergency Management will be hosting a briefing on Sept. 10th at 5:30 pm, in the Lobby of French Hall;
- Maugan's Alumni Center ribbon cutting, Sept. 12th ;
- Community Breakfast, Sept. 16th ;
- Rock the Block, Sept. 18th ;

- Family Weekend, Sept 18th – 20th;
- Oktoberfest Weekend, October 2nd – 4th;

Mr. Matt Ward, a junior at Longwood University, studying sociology and criminal justice addressed Council. Mr. Ward stated he is part of an organization that is spearheading a forum on community discussion in local law enforcement policies and procedures. The event takes place on September 22nd, from 6:00 pm – 8:00 pm, at the Moton Museum, 124 South Main Street. Participating in the forum will be the Prince Edward Sheriff's office, Farmville Police Department, Longwood Police Department, Hampden-Sydney Police Department along with members of the community. Mr. Ward invited Council members to participate.

The public comment portion of the meeting closed.

Mayor Whitus then welcomed Mr. Justin Pope, Chief of Staff at Longwood University. Mr. Pope spoke on Longwood University's quest to host one of the four Presidential Debates in 2016. Mr. Pope stated Longwood University is one of 16 schools nationwide that have applied and that he sees Virginia as a significant location in the election process. He spoke of the economic success host schools of prior debates have seen. He also spoke of the national publicity Longwood University and Farmville would receive. Mr. Pope stated the event would take place on campus, possibly during the fall break. The selection committee is aware of the University and Town resources. He stated statistics show past events see between 3,000 to 3,500 media personal and anywhere from 1,000 to 2,000 tech and campaign personal. Mr. Pope said he anticipates the selection announcements being made sometime in October or November.

REQUEST APPROVAL OF THE CONSENT AGENDA

On motion by Mrs. Thompson, seconded by Mr. Dwyer and with all Council members voting "aye", the amended consent agenda was approved. The amended consent agenda included the draft minutes of the August 5th, 2015 work session and the draft minutes of the August 12th, 2015 regular Council meeting.

BACKGROUND: Council member Cole asked that the Treasurer's report be removed from the consent agenda.

REQUEST APPROVAL OF THE TREASURER'S REPORT

On motion by Mr. Davis, seconded by Mr. Hunter and with a recorded vote with Council members Dwyer, Thompson, Pairet, Reid, Davis and Cole voting "aye", the Treasurer's Report was approved, as presented.

BACKGROUND: Mr. Cole asked for clarification on general ledger line items in the Income and Expense Report within the budgets of the Police Department and the Airport. Ms. Seal, Town Treasurer reviewed the line items and stated corrections will be made with journal entries. In discussing the Income and Expense Report, it was noted that some of the grants were not included in 2015-2016 budget and that line items have been added. Mr. Cole stated adding a line item once the budget has been approved, alters the budget. It was also stated that the format of the Income and Expense is difficult to understand. Mr. Spates stated the format can be changed. Mayor Whitus suggested these matters be referred to the Finance and Ordinance Committee.

REQUEST APPROVAL OF BILLS FOR PAYMENT

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

TOWN MANAGER'S VERBAL REPORT

Mr. Spates provided a verbal report on several town projects:

- Voluntary Boundary Adjustment – the Town Attorney is working on the agreement;
- Farmville Regional Airport RFP for Fixed Base Operator – the Town has not received any response to the RFP. The Asset and Resource Committee will discuss establishing minimum standards of operation;
- Patrick Henry Boys Home – the Town Attorney is working on the closing documents;
- Executive Mansion Ornament – the town has received no responses to the request;
- Osborne Road project – water flow analysis has been completed. Mr. Spates stated that due to the estimated cost of the project, he recommends in July, 2016 the project be submitted to VDOT for the Revenue Sharing Funds for a 50/50 match. If approved, the project would begin in about two years. Mr. Spates suggested repaving Osborne Road, making it wider and designating a walking/pedestrian lane. Mayor Whitus suggested this matter be referred to the Asset and Resource Committee ;
- Burn Building – received permit and materials are on site;
- Dog Park – The Town has received Dr. French's donation and Mr. Spates noted the park is moving along nicely;

- Buffalo Creek Project (Pedestrian Bridge across Buffalo Creek to tie into High Street/Dogwood Trail) – AMT Engineering has been awarded the VDOT contact. Sidewalk construction in front of the hospital will begin shortly;
- Main Street/Milnwood Road Project – working on obtaining some right of ways. Currently this VDOT program qualifies for 95% reimbursement. VDOT has a new program offering 100% reimbursement for qualified projects. Mr. Spates stated he feels the Main Street/Milnwood Road project meets the criteria for the new program and will be submitting the project in November.
- Roundabouts – Mr. Spates stated he, Mayor Whitus and Vice Mayor Reid met with representatives from Longwood University for an update on the University's Master Plan. They were informed that the University had purchased property on Griffin Blvd. and will work with the Town on straightening out Griffin to tie into Oak Street. Also discussed was creating a roundabout. Members spoke of the high number of pedestrian traffic and their concerns with a roundabout. Mr. Spates stated the Town's engineer has looked at the site and will do a mini study, including traffic counts. Once the data has been reviewed the engineer will make a determination of the best solution. The traffic study will take between 45 – 60 days. Mr. Spates stated after discussing the roundabout with the Town's engineer, he feels that may be the best solution. Once the report has been reviewed by Council, a public meeting will be held for community input;
- Traffic Signal grant – The installation of the traffic signal at Oak and Third Street is underway;
- Lighted Pedestrian Crosswalks – materials should be here Monday or Tuesday for the two lighted pedestrian crosswalks: Madison and Main and St. George and High Longwood University is paying half of the costs;
- Plaza/Dog Park – caboose has been moved, electricity has been connected to the caboose and the holiday tree is being put together. Council questioned the cost of the \$17,000 to move the caboose, when given the price of \$12,800. Mr. Spates stated the cost difference was due to additional equipment needed. Mr. Spates stated the Plaza budget is \$60,000 and includes moving the caboose. Mr. Cole noted Council approved the Dog Park budget as \$30,000 including the \$15,000 in pledged donations. The budget amendments at the August Council meeting increased the Dog Park budget to \$45,000. Mr. Cole noted that

any expenditure over the \$30,000 must be brought back to Council for discussion. Mr. Dwyer noted that the Plaza budget was \$45,000 and had increased with August budget amendments to \$60,000.

- Paving contractors will be in town – Paving will begin next week. Streets to be paved include Doswell Street, First Avenue, Germantown Road, Winston and Hurd Street. Mr. Spates stated First Avenue will be milled and residents in the affected areas will be notified;

STANDING COMMITTEE REPORTS

Finance and Ordinance Committee, Chairman Davis – Mr. Davis was absent at the last committee meeting and asked Mr. Cole to provide the report. Mr. Cole stated there had been some questions from property owners receiving the \$10.00 sanitation fee for vacant properties. Mr. Spates stated the fee is not only for trash pick-up, but also fall and spring cleanup and brush pickup. Mr. Cole stated the Committee feels the fee is fair and reported to date 34 of the 57 accounts billed, have paid. Mr. Cole stated the Committee supports the Town Manager’s recommendation to continue billing the \$10.00 sanitation fee to vacant properties.

The Committee discussed Town policies and also requested copies of the revised town budget, the audit engagement letter and the Town’s policy on credit cards issued to Town employees. Mr. Cole stated the Finance and Ordinance Committee will begin reviewing Town policies and procedures as it relates to financial transactions.

SANITATION FEE BILLED TO VACANT PROPERTIES

On motion by Mrs. Thompson, seconded by Mr. Davis and with all Council members voting “aye”, the motion to accept the recommendation of the Finance and Ordinance Committee and continue billing the \$10.00 sanitation fee to vacant properties was approved.

BACKGROUND: The Finance and Ordinance Committee met on September 2, 2015 and recommended the Town continue to bill the \$10.00 sanitation fee to vacant properties.

Public Safety Committee, Chairman Hunter – no report;

Asset and Resource Committee, Chairman Pairet – Mr. Pairet asked for clarification on comments made during the “Town Manager’s Verbal Report” regarding the Dog Park budget. Mr. Cole stated Council approved the Dog Park budget of \$30,000, including the pledged \$15,000 donations. Mr. Cole stated there may have been some confusion when Council approved

the \$15,000 for the fence. Mr. Cole stated the Dog Park budget is \$30,000 – if the Dog Park was to receive \$10,000 in donations then the Town’s portion is not to exceed \$20,000.

Community Development and Marketing, Chairman Thompson – Mrs. Thompson reported the Committee met yesterday to discuss the plaza and holiday events. The committee is recommending the lighting of the holiday tree take place on Sunday, November 22, 2015 beginning at 6:00 pm, with community choirs and a visit from Santa adding to the festivities.

REQUEST SELECTING DATE OF THE 2015 HOLIDAY TREE LIGHTING

On motion by Mr. Dwyer, seconded by Mr. Reid and with all Council members voting “aye”, the motion to select Sunday, November 22, 2015 at 6:00 pm as the date to light the first “Holiday Tree Lighting” was approved.

BACKGROUND: Mrs. Thompson stated by selecting November 22nd, it does not interfere with holiday travel plans for the community and offers the downtown merchants an extended holiday shopping season.

Personnel Committee, Chairman Reid – no report

APPOINTMENT OF MEMBERS TO THE FARMVILLE PLANNING COMMISSION AND THE FARMVILLE BOARD OF ZONING APPEALS

On motion Mr. Cole, seconded by Mrs. Thompson and with a recorded vote with Council members Dwyer, Thompson, Reid, Davis and Cole voting “aye”, and Council member Pairet abstaining, the motion to appoint Mr. John Miller and Mr. L.D. Phaup to the Farmville Planning Commission and the request that the Circuit Court of Prince Edward County appoint Mrs. Penny Pairet to the Farmville Board of Zoning Appeals was approved. Under Section 2.2-3112 of the Code of Virginia, Mr. Pairet stated a conflict of interest and said he was “abstaining” from voting on the appointments because Mrs. Penny Pairet is his wife.

Council appointed Mr. Miller to serve the unexpired term of Ms. Thomasine Stroble, a term ending on May 31, 2016 and Mr. L.D. Phaup as a new member. Mr. Phaup’s six year term of office will run through August 31, 2021. Mrs. Pairet will be serving the unexpired term of Mr. Brian Eckert, a term ending on December 30, 2015.

BACKGROUND: Ms. Thomasine Stroble has resigned from the Farmville Planning Commission and Mr. Eckert is no longer eligible to serve on the Farmville Board of Zoning Appeals, since he has moved outside the town limits. The vacancies were advertised in the Farmville Herald and the Town received three letters of interest. Mr. Miller and Mr. Phaup

expressed interest in serving on the Farmville Planning Commission and Mrs. Pairet stated the Farmville Planning Commission or the Board of Zoning Appeals.

The Town Code states that the “*planning commission shall be composed of not more than seven (7) not less than five (5) members.*” Including the seat vacated by Ms. Stroble, the Farmville Planning Commission has six (6) members. Council agreed to appoint both Mr. Miller and Mr. Phaup, increasing the Commission members to seven (7). Since Mrs. Pairet agreed to serve on either of the vacancies, Town Council agreed to request that the Circuit Court of Prince Edward County appoint Mrs. Pairet to the Farmville Board of Zoning Appeals to fill the seat vacated by Mr. Eckert.

TOWN COUNCIL MEETING PROTOCOL

Mayor Whitus stated at the October Council meeting, the Town Attorney will present the draft “Council Meeting Protocol” for Council’s consideration.

REQUEST REMOVAL FROM THE AGENDA THE REQUEST ON BEHALF OF THE VIRGINIA FARM BUREAU FEDERATION

On motion by Mr. Pairet, seconded by Mrs. Thompson and with all Council members voting “aye”, the request by Ms. Dee Cook, Membership Development Specialist with the Virginia Farm Bureau Federation to withdraw the Federation’s request to use Wilck’s Lake was accepted.

BACKGROUND: Ms. Cook contacted the Town Manager and stated the organization has elected to focus on educational programs at this time; therefore they are withdrawing their request.

REFER REQUEST FOR A CONDITIONAL USE PERMIT TO THE FARMVILLE PLANNING COMMISSION AND AUTHORIZE ADVERTISEMENT FOR A PUBLIC NOTICE

On motion by Mr. Dwyer, seconded by Mr. Davis and with all Council members voting “aye”, the motion to refer the request for a conditional use permit on behalf of Terry Breuscher to the Farmville Planning Commission and authorize advertisement of a public notice was approved.

BACKGROUND: Terry Breuscher is requesting a conditional use permit for 110 Grove Street to change from a single family to multi-family. The property is located in a residential district R-3 zone and multi-family dwellings are an allowed use with a conditional use permit.

FIREWORKS EVENT

On motion by Mr. Pairet, seconded by Mrs. Thompson and with all Council members voting “aye”, the motion to continue the discussion of the Town hosting the fireworks event on July 3rd in celebration of Independence Day or in September in recognition of Labor Day pending community in-put was approved. Mr. Spates stated Mr. Jordan Miles, editor of the Farmville Herald has agreed to include this topic as a “poll” on the Herald’s website.

BACKGROUND: The Town Manager stated there has been some interest in moving the July fireworks to September. In September, schools will have resumed for both the university and college students. It was also noted that several locations in the vicinity offer firework celebrations in July. By moving the fireworks to September, the town is more likely to see an increase in attendance and it offers the community an event to attend over the Labor Day holiday.

REQUEST ADOPTION OF FOOD DAY PROCLAMATION

On motion by Mr. Davis, seconded by Mr. Pairet and with all Council members voting “aye”, the motion to adopt the Food Day proclamation was approved.

FOOD DAY PROCLAMATION

WHEREAS, the health and well-being of our citizens is of primary concern for the Town of Farmville; and

WHEREAS, promoting safer, healthier diets is a critical factor in improving citizens’ overall health; and

WHEREAS, supporting sustainable family farms and local agriculture benefits the local economy; and

WHEREAS, obtaining fair pay and safe conditions for food and farm workers is beneficial for both the producer and consumer so that the food we produce and consume is safe and fair for all; and

WHEREAS, expanding access to food and reducing hunger is of critical importance to aid those who live in food deserts; and

WHEREAS, reforming factory farms to protect the environment and farm animals is necessary to sustain future generations;

NOW, THEREFORE, I, David E. Whitus, Mayor of the beautiful Town of Farmville, do hereby proclaim Saturday, October 24, 2015 as

FOOD DAY

in the Town of Farmville, and I urge all citizens to participate in the activities planned hereforth.

MISCELLANEOUS

Members were provided copies of the Central Virginia Library Audit June 30, 2015-2014.

COMMENTS BY STAFF, TOWN MANAGER, COUNCIL MEMBERS AND THE MAYOR

Curtis Davis, Chief of Police provided an update on various activities. He mentioned:

- The Farmville Police Department is partnering with Longwood University in creating a startup chapter of “Save the Next Girl” on September 24th;
- Police Officers will be reading to children at various daycares on September 15th and 16th;
- Coffee and Conversation with the Chief and other Officers is scheduled for September 18th at Taco Bell;
- Next week will be the first meetings of the Chief’s Citizens’ Advisory Council and the Student Advisory Council. The Student Advisory Council meets on September 22nd and the Citizens’ Advisory Council meeting on the 23rd;
- An in-depth university student informational guide was created by the Farmville Police Department and placed on the Department’s web-page. It was developed by Officers and has safety and regulation information.

Mr. Dwyer mentioned the Farmville Rotary’s upcoming second annual Beer fest taking place on Saturday, September 12th, from 1:00 pm through 7:00 pm, at the Fairgrounds;

Mr. Davis as Chairman of the Finance and Ordinance Committee established the committee’s standing meeting dates as the first Wednesday of each month, at 10:00 am in the Town Manager’s Conference Room;

Mr. Cole stated he attended a golf fundraising event at the Farmville Municipal Golf Course and said the course was in great condition and the staff had done a wonderful job.

Mr. Spates provided members with copies of the most recent Draper Aden report on water and sewer rates.

CLOSED SESSION – ACQUISITION OF REAL PROPERTY AND CONSULTATION OF LEGAL COUNSEL

On motion by Mr. Davis, seconded by Mr. Reid and with all Council members voting “aye”, at 8:21 pm, Council went into closed meeting pursuant to **Section 2.2-3711.A.3 of the Code of Virginia**, for discussion and consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or

September 9, 2015

David E. Whitus, Mayor

Lisa M. Hricko, Clerk