

REGULAR WORK SESSION OF THE FARMVILLE TOWN COUNCIL
HELD ON OCTOBER 7, 2015

At the regular meeting of the Farmville Town Council held on Wednesday October 7, 2015 at 11:00 am, 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, Andrea Erard and Town Clerk, Lisa Hricko.

Mayor Whitus called the meeting to order and presented the October agenda items for discussion.

CONSENT AGENDA – the consent agenda includes the draft minutes of the September 2, 2015 regular work session, the September 9, 2015 reconvened work session, the regular September 9, 2015 regular Council meeting and the September 23, 2015 special call Council meeting.

TREASURER'S REPORT - will be discussed at the regular Council meeting

BILLS - have been added to dropbox

TOWN MANAGER'S VERBAL REPORT

- Voluntary Boundary Adjustment – working with the County;
- Patrick Henry Boys Home – public hearing is scheduled next week, will close on the property shortly thereafter;
- Ornament contest – received no entries;
- Dog Park – ordering fence next week;
- Burn Building – moving along nicely;
- Plaza – removing the fence, one set of steps have been installed, will begin seal coating the asphalt, the handicap ramp is being installed and should be completed next week, next year the Town will work on installing the concrete walkway;
- Travis Building – received a letter from the adjacent property owner stating concerns if his property receives damage when the Town removes the roof on the Travis Building – The Town Manager stated he will have an engineer evaluate the situation;
- Lighted Pedestrian Crosswalks – materials have been received and will begin work on the project shortly;
- Roundabout – advertised a RFP for traffic engineering firms;

- Main Street/Milnwood Road – moving along;
- Paving – should be completed soon. Mr. Hunter asked that Winston and Church be considered for the next paving project;
- Department of Emergency Management is looking for office space. Mr. Spates suggested Council consider allowing them to use vacant office space located in the EOC.

STANDING COMMITTEE REPORTS – Mayor Whitus stated committee reports will be made at the regular Council meeting.

Community Development and Marketing Committee – Mrs. Thompson stated Farmville Downtown has asked that the date of the holiday tree lighting be moved to Friday, November 20 because the businesses on Main Street are not open on Sundays.

Finance and Ordinance Committee – Mr. Davis asked members to review drafts of the cash handling and the credit card policies and stated he will be asking members to consider adopting the policies at the Wednesday regular meeting. He stated the Town Treasurer is working on the format of the Income and Expense Report to make it more user-friendly. Mr. Davis stated that the Town received over \$500,000 in federal grant funds and Creedle Jones and Alga will be performing an additional single audit. It was suggested that if members of Council have questions regarding the Town’s audit, the Town auditors will be asked to attend a Finance and Ordinance Committee meeting to address any questions.

Town Asset and Resource Committee – Mr. Pairet stated at the Wednesday regular meeting, his Committee will be asking Council to consider adopting the Minimum Standards of Operation and presented members with a handout of the Standards. He stated the document clarifies the roles and rules of all parties involved.

Public Safety Committee – Mr. Hunter stated his Committee will be meeting shortly and spoke of the upcoming Vice-Presidential Debate and the Town’s role in the event. Mr. Hunter suggested establishing a Vice-Presidential Debate Committee. Mayor Whitus stated at a recent VML Conference he and several members of Council had the opportunity to speak with the Governor and his Deputy Chief of Staff regarding the upcoming Debate and have been invited to meet with the Governor’s staff to discuss a possible budget appropriation.

VICE-PRESIDENTIAL DEBATE COMMITTEE

Mayor Whitus established a Vice-Presidential Debate Committee and appointed A.D. Reid, as Chairman and Council members D.L. Hunter and J.J. Davis. Mayor Whitus stated the

Committee must meet soon in order to make a presentation to the Governor's Office, before he submits his budget. Mr. Spates suggested the Committee may also want to visit Danville, Kentucky where the last two Vice-Presidential Debates were held.

DOWNTOWN PLAZA HOLIDAY TREE LIGHTING - members discussed holding the event at 7:00 pm instead of 6:00 pm in order to allow families time to get downtown. The Town Manager was directed to speak with Mr. John Miller, Executive Director of Farmville Downtown.

FIREWORKS EVENT - The poll in the Farmville Herald shows 54% of those that responded prefer a July 3rd event. Members discussed the Labor Day versus July 3rd and felt that if the Town has the funds perhaps both events could take place.

Mr. Reid left the meeting.

RULES OF PROCEDURES

Mayor Whitus stated the Rules of Procedures were prepared by the Town Attorney and asked Mrs. Erard to provide a comprehensive review of the document. Mrs. Erard said she tried to incorporate information from the meeting last month and to give some structure to Council. Mrs. Erard reviewed the document and members made recommendations for revisions.

FARMVILLE REGIONAL AIRPORT MINIMUM STANDARDS OF OPERATION – Mr. Pairet encouraged members to review the draft document.

BUDGET AMENDMENT INFORMATION – Mr. Spates stated the Finance and Ordinance Committee reviewed the amendments this afternoon. Most of the amendments were grants that were not included in the 2015-2016 Town Budget.

ESTABLISH COMMITTEE – UPDATE TOWN'S WEBSITE AND DISCUSS FACEBOOK

Members discussed the importance of having current information on the Town's website. Mayor Whitus stated he would like to see the Town create a mobile app. Members discussed social media and the importance of facebook as a tool of communication. Mayor Whitus referred this matter to the Community Marketing and Development Committee. Mrs. Thompson asked the Finance and Ordinance Committee to consider funding a Communication Specialist position.

DISCUSS UPGRADING COUNCIL'S IPADS

Town Council's current ipads are almost four years old. Members discussed upgrading ipads.

REZONING REQUEST ON BEHALF OF MICHEAL PAPANDREA

Mr. Spates stated Mr. Papandrea has asked that the property on Layne Street be rezoned from Business District B-3 to Residential District R-3 in order to build a duplex on the lot
RATIFYING A DECLARATION OF A STATE OF LOCAL EMERGENCY

Mayor Whitus stated many localities in Virginia issued a Declaration of Emergency that raises awareness and allows the Town to request federal assistance if need.

REQUEST ALLEY ABANDONMENT ON BEHALF OF CATHERINE H. ESTES

Mrs. Estes is requesting the alleyway running along her property be abandoned. A public hearing will be held on Wednesday, October 14th.

REQUEST ABANDONMENT OF A PORTION OF EDMUNDS STREET

Mr. Dwyer is asking that a portion of Edmunds Street be abandoned. Edmunds Street dead ends just past Mr. Dwyer's house; this will allow Mr. Dwyer to straighten his property line and give him room to build a porch.

REQUEST ADOPTION OF RESOLUTION APPOINTING TRANSIT MANAGER AS PRINCIPAL OFFICER OF THE FARMVILLE AREA BUS

New federal grant transportation regulations require a Principal Officer submit grant reimbursement request. Transit Manager, Julie Adams has been submitting the requests.

REQUEST AUTHORIZING THE TRANSFER OF PROPERTY

The public hearing will be held on Wednesday, October 14th and this will allow the Town and the Patrick Henry Boys and Girls Home, Inc. to close on the property.

REQUEST ON BEHALF OF THE PRINCE EDWARD FARMVILLE YOUTH ASSOCIATION

The Town received a letter from PEFYA offering two options for use of their facility:

- The Farmville Recreation Program could continue to use their facility for its adult basketball adult program, at no charge, if the Town would return to cutting the grass; or
- The Town could use the facility, if they paid PEFYA \$1,000 a month to offset the heating costs.

Mr. Davis stated there has been a change in the PEFYA Board members. He said he attended a recent PEFYA Board meeting where the issue of finances and the Town's use of the facility were discussed. He stated PEFYA is an all-volunteer organization serving about 500 youths of the community. He stated the added cost of cutting the grass and the cost of heating the facility, has a financial impact on the organization. In order for the Town's basketball program to use the

facility, they are asking for the Town to contribute – either by returning to cut the grass or by offsetting some of the heating cost in the months that the Town’s uses the facility. Discussion followed.

MISCELLANEOUS ITEMS – no issues

There being no other business, the meeting adjourned.

APPROVED:

ATTEST:

David E. Whitus, Mayor

Lisa M. Hricko, Clerk