

REGULAR MEETING OF THE FARMVILLE TOWN COUNCIL
HELD ON WEDNESDAY, OCTOBER 14, 2015

At the regular meeting of the Farmville Town Council held on Wednesday, October 14, 2015, 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, 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 James P. Ashton, Pastor of the First Baptist Church provided the invocation and the Pledge of Allegiance was led by Vice Mayor Reid.

PUBLIC COMMENT PERIOD

Mayor Whitus opened the public comment portion of the meeting and reminded guests to limit their comments to three (3) minutes.

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

- Fall Break – October 12th and 13th;
- “Mini” Oktoberfest – October 23rd, due to an earlier weather event Oktoberfest has been adjusted;
- Battle of the Bands – October 30th;
- Housing and Rental Fair – November 11th from 11:00 am – 1:00 pm;
- Ms. Cox stated that if a landlord with rental space available was to contact her, she would share their rental information with students that are looking for space.
- Longwood University is participating in the Virginia earthquake drill, “The Great ShakeOut Earthquake Drill,” taking place tomorrow at 10:15 am. The university will be sounding its sirens as part of the drill;
- The Virginia Department of Emergency Management along with representatives from Longwood University, Hampden Sydney College, Prince Edward County and Farmville will hold a table top exercise on November 6th, with an active version in January, sometime after winter break;

Mr. John Miller, President of the Farmville Downtown Partnership addressed Council. Mr. Miller thanked Council for their continued support and introduced Mr. John Burton as the new Program Manager for Farmville Downtown Partnership. Mr. Burton is a graduate of Longwood University and said he is excited about this opportunity and looks forward to working with Council.

REQUEST APPROVAL OF THE CONSENT AGENDA

On motion by Mr. Hunter, seconded by Mrs. Thompson and with all Council members voting “aye”, the consent agenda was approved. The consent agenda included the minutes of the September 2nd, 2015 regular work session, the September 9th 2015 reconvened work session, the September 9th, 2015 regular Council meeting and the September 22nd, 2015 special call Council meeting.

REQUEST APPROVAL OF THE TREASURER’S REPORT

On motion by Mr. Davis, seconded by Mr. Hunter and with all Council members voting “aye”, the Treasurer’s Report was approved, as submitted. Mr. Davis stated from 2012 to 2015, the Town has decreased the amount of monies borrowed off its line of credit by approximately \$600,000; he commended the Town Manager and the Town Treasurer for their hard work and efforts.

REQUEST APPROVAL OF THE BILLS

On motion by Mr. Cole, 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 authorize the Town Treasurer to pay the bills as submitted was approved.

TOWN MANAGER’S VERBAL REPORT

Mr. Spates presented a power point presentation that updated members on various Town projects. Some projects mentioned were:

- Crute Stage – the clock has been installed. Gemini, Inc. has donated the Crute stage lettering and clock, the town only had to purchase the clock’s motor;
- Plaza – the handicap ramp is being installed, fence has been moved, asphalt will be sealed and after the holiday season the Town will work on getting the “pavers” installed;
- Paving update;
- Patrick Henry Boys Home – should close on the property soon;
- Voluntary Boundary Adjustment – the new map has been furnished to the County;

- Dog Park – the paving has been completed, fence will be installed shortly;
- Ornament contest – received no responses;
- Burn Building project – moving along nicely;
- Farmville Regional Airport – the Asset and Resource Committee will be recommending Council consider adopting Minimum Standards for the Farmville Regional Airport;
- Osborne Road project – working on getting price estimates;
- Pedestrian lighted crosswalks – materials have been received, the supplier will be in town in approximately two weeks to assist with installation. The new lighted crosswalks will be installed at Midtown Square and High Street at St. George;
- Roundabout (High and Oak) – Advertised a RFP for engineering firms with experience in traffic engineering;
- Main Street/Milnwood Road project – waiting on final word;
- Buffalo Creek/Pedestrian Bridge – contract has been signed and the Town will be applying for additional grant funds to finish project;
- Traffic Signal update – materials have been ordered for signal at Oak and West Third

STANDING COMMITTEE REPORTS

Finance and Ordinance Committee, Chairman Davis – Mr. Davis stated the Committee reviewed the Cash Handling and Credit Card policies and is recommending Council accept the policies.

REQUEST ADOPTION OF CASH HANDLING POLICY AND CREDIT CARD POLICY

On motion by Mr. Davis, 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 accept the recommendation of the Finance and Ordinance Committee and adopt the Cash Handling Policy and the Credit Card Policy as presented to Town Council was approved.

BACKGROUND: The Finance and Ordinance Committee stressed the importance of having policies and procedures in place when handling Town funds. The Town Treasurer prepared polices for the Committee’s review. At the October 7, 2015 work session meeting, the Committee presented the drafts to Town Council for their consideration at the October Council meeting.

Public Safety Committee, Chairman Hunter – nothing to report

Town Assets and Resources Committee, Chairman Pairet – Mr. Pairet stated the Committee has reviewed the draft Minimum Standards for the Farmville Regional Airport and is recommending Council adopt the operating standards.

REQUEST ADOPTION OF MINIMUM STANDARDS OF OPERATION FOR THE FARMVILLE MUNICIPAL AIRPORT

On motion by Mr. Pairet, 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 accept the recommendation of the Assets and Resources Committee and adopt the Minimum Standards of Operation for the Farmville Regional Airport as presented, was approved.

BACKGROUND: Mayor Whitus referred the request made by the Friends of the Farmville Airport that Council establish Minimum Standards of Operation for the Farmville Regional Airport to the Assets and Resources Committee. The Committee reviewed and discussed the draft Standards prepared by Dr. Wills and agreed to recommend Town Council adopt the Minimum Standards of Operation.

Community Development and Marketing, Chairman Thompson – the Committee is in the process of making plans for this year’s Holiday Tree Lighting event. Mrs. Thompson reported that the Downtown Farmville organization has asked that the date for the event be moved from Sunday, November 22nd to Friday, November 20th at 6:00 pm, because the businesses on Main Street are closed on Sundays.

REQUEST CHANGE OF DATE FOR THE HOLIDAY TREE LIGHTING

On motion by Mrs. Thompson, seconded by Mr. Davis and with all Council members voting “aye”, the recommendation by Mrs. Thompson to hold the first Holiday Tree Lighting event on Friday, November 20th at 6:00 pm was approved.

Personnel Committee, Chairman Reid – nothing to report

REQUEST FOR A CONDITIONAL USE PERMIT – 110 GROVE STREET, FARMVILLE, VA

On motion by Mr. Cole, 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 accept the recommendation of the Farmville Planning Commission and grant a conditional use permit to 110 Grove Street, Farmville, Virginia to change the use from single-family residential to multi-family (three units) residential with the stipulation that the property owner provide and

maintain six (6) off-street parking spaces in accordance with the Town's zoning ordinance, Chapter 29, Section 29-53, was approved.

BACKGROUND: The property known as 110 Grove Street is located in a Residential District R-3 zone and multi-family dwellings are an allowed use, with a conditional use permit. The public notice was published in the Farmville Herald and the property was posted. Mr. Spates stated the Farmville Planning Commission is recommending Council grant the conditional use permit with the stipulation that the property owner, Terry Breuscher provide and maintain six (6) off-street parking spaces in accordance with the Town's Zoning Ordinance Chapter 29, Section 29-53.

FIREWORKS EVENT

On motion by Mrs. Thompson, seconded by Mr. Hunter and with all Council members voting "aye", the motion to continue with the Town hosting the July 4th fireworks event on July 3rd and if the funds are available the Town will also host a fireworks event on Labor Day weekend, was approved.

BACKGROUND: Mr. Spates stated Mr. Perry Carrington, the Town's coordinator of the Town's July 3rd event would like for the Town to continue to host the July 3rd event and has offered to assist in coordinating a Labor Day event, if the Town so desires.

REQUEST ADOPTION OF RULES OF PROCEDURES FOR THE FARMVILLE TOWN COUNCIL

On motion by Mr. Pairet, seconded by Mr. Hunter and with all Council members voting "aye", the motion to abandon the Rules of Procedures as prepared by Town Attorney, Andrea Erard and continue to operate as Town Council has in the past was approved.

REQUEST AUTHORIZATION TO ADVERTISE FOR A PUBLIC HEARING ON THE PROPOSED BUDGET AMENDMENT

On motion by Mr. Davis, seconded by Mr. Cole and with all Council members voting "aye", the motion to authorize advertisement of a public hearing on the proposed budget amendments as presented this evening was approved.

BACKGROUND: Mr. Spates stated the proposed budget amendments total \$5,006,124 and are primarily grant adjustments, with a \$25,354 change in the contingency fund.

ESTABLISH A COMMITTEE TO DISCUSS THE TOWN'S WEBSITE AND FACEBOOK

This issue has been referred to the Community Development and Marketing Committee.

REQUEST AUTHORIZATION TO UPGRADE COUNCIL'S IPADS

On motion by Mr. Hunter, seconded by Mr. Reid and with Council members Dwyer, Hunter, Thompson, Reid, Davis and Cole voting “aye”, and Council member Pairet voting “no”, the motion to purchase iPad Air 2 for Council members that want to upgrade their iPads was approved and those Council members that want to purchase their current for the “fair market value” may do so. iPads that are not purchased by Council will be used by Town staff members.

BACKGROUND: Town Council’s current ipads were purchased approximately four years ago. The iPad Air 2 has more memory and a faster processor. The iPads will be purchased under state contract.

REQUEST ON BEHALF OF MICHAEL PAPANDREA TO REZONE VACANT PROPERTY ON LAYNE IDENTIFIED AS TAX MAP NO. 23A-38, LOT 4 DEED BOOK 201101378

On motion by Mr. Cole, seconded by Mr. Davis and with all Council members voting “aye”, the motion to refer the request on behalf of Mr. Michael Papandrea to rezone the vacant property on Layne Street (Tax Map No. 23A-38, Lot 4 Deed Book 201101378) from Business District B-3 to Residential District R-3 to the Farmville Planning Commission and advertise a joint public hearing was approved.

BACKGROUND: Mr. Spates stated Mr. Papandrea has asked that the property be rezoned from Business District B-3 to Residential District R-3 in order to build a duplex on the lot. Multi-family dwellings are an allowed use in a Residential District R-3, with a conditional use permit.

REQUEST ADOPTION OF RESOLUTION RATIFYING A DECLARATION OF STATE OF LOCAL EMERGENCY

On motion by Mr. Reid, seconded by Mr. Davis and with all Council members voting “aye”, the motion to adopt the resolution ratifying a declaration of a state of local emergency was approved.

RESOLUTION RATIFYING A DECLARATION OF A STATE OF LOCAL
EMERGENCY MADE BY THE DIRECTOR OF EMERGENCY
MANAGEMENT FOR THE TOWN OF FARMVILLE, VIRGINIA PURSUANT
TO VA CODE SECTION 146.21

WHEREAS on October 1, 2015, the imminent threat of severe weather and loss or interruption of vital Town services posed by the rain and hurricane Joaquin was determined to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate any potential damage, loss, hardship or suffering; and

WHEREAS the Director of Emergency Management for the Town of Farmville declared a state of local emergency on October 1, 2015.

NOW THEREFORE BE IT RESOLVED by the Farmville Town Council at its regular monthly meeting on October 14, 2015, that the imminent threat of severe weather and loss or interruption of vital Town services posed by the rain and hurricane Joaquin is recognized, and the Declaration of Local Emergency made by the Director of Emergency Management on October 1, 2015 is ratified; and

BE IT FINALLY RESOLVED that the Farmville Town Council declares that the State of Local Emergency remained in effect until October 5, 2015.

REQUEST ALLEY ABANDONMENT ON BEHALF OF CATHERINE ESTES

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 abandon the twenty (20) foot undeveloped alley located in the Needham Subdivision, as platted by R.C. Dodd, CE on March 5, 1955 was approved. The alley runs along the north lines of Lot 19, through Lot 22 and belongs to Catherine H. Estes. The Quitclaim deed is to be prepared by the requester.

BACKGROUND: Mr. Spates stated Ms. Estes owns the adjacent property and the public hearing was held this evening.

REQUEST ABANDONMENT OF A PORTION OF EDMUNDS STREET ON BEHALF OF DANIEL AND CATHY DWYER

On motion by Mr. Hunter, seconded by Mr. Cole and with a recorded vote with Council members Hunter, Thompson, Pairet, Reid, Davis, and Cole voting “aye”, and Dwyer “abstaining” stating conflict of interest, the motion to abandon a 10 foot by 140 foot portion of Edmunds Street as identified on the composit plat prepared by W.E. Nash, L.S., dated August 20, 2015 was approved. The Quitclaim deed is to be prepared by the requester.

Mr. Dwyer abstained from voting stating “conflict of interest”, as the property owner. Under § 2.2-3112, of the Code of Virginia, **Prohibited conduct concerning personal interest in a transaction; exceptions.**

A. Each officer and employee of any state or local governmental or advisory agency who has a personal interest in a transaction:

1. Shall disqualify himself from participating in the transaction if (i) the transaction has application solely to property or a business or governmental agency in which he has a personal

interest or a business that has a parent-subsidiary or affiliated business entity relationship with the business in which he has a personal.

BACKGROUND: Mr. Spates stated Mr. Dwyer’s house encroaches on Edmunds Street and he is recommending Council abandon a 10 foot by 140 foot portion of Edmunds Street.

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

On motion by Mr. Davis, seconded by Mr. Cole and with a recorded vote with Council members Dwyer, Hunter, Thompson, Pairet, Reid, Davis and Cole voting “aye”, the motion to adopt the resolution appointing Transit Manager, Julie Adams as Principal Officer of the Farmville Area Bus was approved.

**RESOLUTION AUTHORIZING
PRINCIPAL OFFICER**

WHEREAS, the Town of Farmville operates the Farmville Area Bus, a public transportation system for the Town of Farmville and portions of Cumberland and Prince Edward County; and

WHEREAS, the Farmville Area Bus applies and receives grant funds from the Department of Rail & Public Transportation; and

WHEREAS, the Department of Rail & Public Transportation requires a “principal officer” submit requests for reimbursement of funds.

NOW THEREFORE BE IT RESOLVED, by the Town Council of the Town of Farmville, Julie Adams, Transit Manager of the Farmville Area Bus, is authorized and appointed as principal officer of the Farmville Area Bus.

BACKGROUND: Mr. Spates stated the Farmville Area Bus receives federal grant funds. Mrs. Adams has been requesting reimbursements in the past. The new federal regulations require that a “Principal Officer” request grant reimbursement funds. Mr. Spates recommended Town Council appoint Julie Adams as the Principal Officer of the Farmville Area Bus.

REQUEST ADOPTION OF RESOLUTION AUTHORIZING THE TRANSFER OF PROPERTY LOCATED AT THE INTERSECTION OF RANDOLPH AND WEST THIRD STREET AND RANDOLPH STREET AND THE SOUTHERN LINE OF 3RD STREET TO THE PATRICK HENRY BOYS & GIRLS HOME, INC.

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 authorizing the transfer of property located at the intersection of Randolph Street and West Third Street and Randolph Street and the southern line of 3rd Street to the Patrick Henry Boys and Girls Home, Inc. for \$225,000, less the appropriate payments was approved.

**TOWN OF FARMVILLE
TOWN COUNCIL**

WHEREAS, the Town of Farmville has determined that it has no further use for the facilities located at 217 West Third Street (Corner of Third and Randolph), Farmville, Virginia 23901 Farmville, Virginia as more particularly described in Attachment A attached hereto (hereinafter the “Property”); and

WHEREAS, the Town of Farmville desires to transfer the Property, including the land that forms the footprint of the Property and all improvements thereon to Patrick Henry Boys and Girls Plantation, Inc. pursuant to § 15.2-1800 of the Code of Virginia; and

NOW, THEREFORE, BE IT RESOLVED that the Town of Farmville voted to convey the property as stated above pursuant to § 15.2-1800(B) of the Code of Virginia; and

BE IT FURTHER RESOLVED that a copy of this Resolution, signed by the Mayor, shall be filed with the Clerk of the Circuit Court of Prince Edward County; and

BE IT FURTHER RESOLVED that the Town Manager is authorized to execute a deed and such other documents and to do such other things as may be necessary to transfer title to the Property to Patrick Henry Boys and Girls Plantation, Inc.

BACKGROUND: Mr. Spates stated the past rental payments will go towards the purchase price of the building. The funds will be set up in an escrow account to be used for capital purchases, with approval of the Library Committee. The Library Committee is made up of two members of Town Council, two members of the Board of Supervisors of Prince Edward County and two representatives appointed by the Farmville-Prince Edward Community Library.

REQUEST ON BEHALF OF THE PRINCE EDWARD FARMVILLE YOUTH ASSOCIATION BOARD MEMBERS

In response to a letter written by Mr. Ralph Dews, President of the Prince Edward Farmville Youth Association, Council directed the Town Manager to write to the Board members of Prince Edward Farmville Youth Association thanking them for their letter and

inform them that Farmville's recreation program has found a location to hold its basketball program. The Town Manager was also directed to ask the PEFYA Board if they would consider allowing the Farmville recreation program to use the gymnasium for the adult basketball program, November – December, at no cost.

REQUEST AUTHORIZATION TO TRANSFER A PORTION OF EDMUNDS STREET

Mr. Pairet made a motion, seconded by Mrs. Thompson to transfer a ten (10) foot by one hundred and forty (140) foot portion of Edmunds Street to Daniel and Cathy Dwyer. After discussion, the motions were withdrawn. The property has been abandoned by Town Council and Mr. Dwyer was directed to have a Quitclaim deed prepared to be signed by the Mayor or Town Manager.

REQUEST ADOPTION OF RESOLUTION ESTABLISHING APPOINTMENT OF COMMITTEE FOR VICE-PRESIDENTIAL DEBATE

On motion by Mr. Davis, seconded by Mr. Hunter and with all Council members voting "aye", the motion to adopt the resolution appointing a committee for the Vice-Presidential Debate was approved.

RESOLUTION /APPOINTMENT OF COMMITTEE FOR VICE-PRESIDENTIAL DEBATE

BE IT RESOLVED, by the Farmville Town Council at its regular monthly meeting on October 14, 2015, that Mr. Reid (Chairman), Mr. Hunter, and Mr. Davis are hereby appointed to serve on a committee of Council for the purpose of making any and all necessary plans and arrangements necessary to support the Vice-Presidential debate at Longwood University on October 4, 2016; and

BE IT FURTHER RESOLVED, that this committee shall make recommendations to the Town Council regarding the Vice-Presidential debate at Longwood University, but shall not possess any inherent authority; and

BE IT FINALLY RESOLVED THAT, this committee shall automatically cease to exist on October 5, 2016.

BACKGROUND: Mayor Whitus appointed Vice Mayor, A.D. "Chuck" Reid as Chairman and Council members Donald Hunter and Jamie Davis. Mr. Justin Pope, Chief of Staff to the President of Longwood University stated he looks forward to working with the Committee and Town Council on the upcoming event.

REQUEST TO AMEND TOWN CODE SECTION 29-337 USES, TO INCLUDE APARTMENTS AND TOWNHOUSES, WITH A CONDITIONAL USE PERMIT

On motion by Mr. Pairet, seconded by Mr. Hunter and with all Council members voting “aye”, the motion to refer the request on behalf of Mr. Russell Harper to amend the uses in a business district B-4 zone to include apartments and townhouses, with a conditional use permit was referred to the Farmville Planning Commission and a joint public hearing will be advertised.

BACKGROUND: Mr. Spates stated Mr. Harper is interested in building apartments on the thirteen acres of property he owns behind Wal-Mart.

REQUEST AUTHORIZATION TO PURCHASE SANITATION TRUCK

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 motion to authorize the Town Manager to purchase a new sanitation truck for \$143,621.00 was approved.

BACKGROUND: In December of 2014, Alleghany County purchased a sanitation truck following the Virginia Public Procurement Act. The vendor will honor the same pricing. The truck will take 120/180 days to assemble. Mr. Spates stated the 2015-2016 sanitation budget has \$145,000 allocated for a new sanitation truck.

REQUEST AUTHORIZATION TO DESIGNATE OFFICE SPACE TO THE VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT IN FARMVILLE’S EMERGENCY OPERATION CENTER (EOC)

On motion by Mr. Hunter, seconded by Mr. Davis and with all Council members voting “aye”, the motion to designate office space to the Virginia Department of Emergency Management in Farmville’s Emergency Operation Center (EOC) was approved.

BACKGROUND: Mr. Spates stated the office space will be used for one of the VDEM Planners.

TOWN MANAGER AND/OR STAFF COMMENTS

Robin Atkins, Director of Public Works informed members the Fall Clean Up will take place on Monday; the roof at the Shop has been replaced; the paving is complete and Mr. Atkins thanked Council for the new sanitation truck.

MAYOR AND COUNCIL MEMBERS COMMENTS

Mayor Whitus stated he and several members of Council along with the Town Manager met with the Governor's staff regarding the upcoming Vice-Presidential Debate. He said the meeting went well and he thought it was very productive.

CLOSED SESSION – PERSONNEL MATTERS

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 for discussion of the performance of specific appointees and employees of the Town of Farmville.

On motion by Mr. Reid, seconded by Mrs. Thompson and with a recorded vote with Council members Dwyer, Hunter, Thompson, Pairet, Reid, Davis and Cole voting "aye", Council returned to the regular order of business.

Council took a five minutes recess in order for guests to exit the Council Chamber.

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: 7 "Ayes", 0 "Noes"

MOTION: Pairet

SECOND: Thompson

AYES: Dwyer, Hunter, Thompson, Pairet, Reid, Davis and Cole

NOES: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

Clerk

There being no other business, the meeting adjourned.

APPROVED:

ATTEST:

David E. Whitus, Mayor

Lisa M. Hricko, Clerk