Vice Mayor Reid called to order the regular meeting of the Farmville Town Council held on Wednesday, November 9, 2016 at 7:00 p.m. in the Council Chamber of the Town Hall located at 116 North Main Street, Farmville, Virginia. Present at the meeting were Vice Mayor A.D. Reid, presiding and Council members D.E. Dwyer, D.L. Hunter, S.B. Thompson, T.M. Pairet, J.J. Davis and G.C. Cole. Mayor D.E. Whitus was absent.

Staff present was Town Manager, Gerald Spates; Town Attorney, Gary Elder; Chief of Police, Andy Ellington; Town Treasurer, Carol Anne Seal, Director of Public Works, Robin Atkins; Town Planner, Cindy Morris and Town Clerk, Lisa Hricko.

Mrs. Thompson gave the invocation and Mr. Pairet led Pledge of Allegiance.

PUBLIC COMMENT PERIOD

Ms. Pam Butler, with Mainly Clay thanked Town Council for the Town’s participation in the Vice Presidential Debate. She mentioned the mural and the Town’s assistance in power washing Dr. Abbas’s building and painting the window trim. Ms. Butler stated Mainly Clay had made some commemorative items for the Vice Presidential Debate, mentioned were potholders, key chains and necklaces. Ms. Butler stated, as a thank you for the Town’s support that she was passing a basket around and was offering members a commemorative item made by Mainly Clay.

Ms. Jen Cox, Director of Local & Community Relations for Longwood University updated members on events taking place on campus. Mentioned were:

- Literacy Fair on Saturday, November 12, at the Moton Museum sponsored by Speech, Hearing & Learning Services;
- Thursday, November 17, at 6:00 p.m. at the Moton Museum, for the MLK Memorial Commission will be taking nominations notable African American Virginians who have made significant contributions to the emancipation and freedom of formerly enslaved persons or descendants;
- The Housing & Rental Fair was held on campus today (November 9, 2016) students may begin looking at their housing options for the 2017-2018 academic year.

Chief of Police, Andy Ellington addressed Council. Chief Ellington introduced Farmville Police Officers Charles Kincheloe and Arthur F. Rolle IV. Officer Kincheloe comes to Farmville
from the Crewe Police Department, where he served for two years. Officer Rolle served on the Town of Blackstone Police Department for two years. Chief Ellington stated both Officers were hired in August by Chief Davis, but had not been introduced to Town Council.

**REQUEST APPROVAL OF THE CONSENT AGENDA**

On motion by Mr. Davis, seconded by Mr. Hunter and with all Council members voting “aye”, the motion to approve the consent agenda, as submitted was approved.

**BACKGROUND:** The consent agenda includes the draft minutes of the October 5, 2016, regular work session meeting and the draft minutes of the October 12, 2016 regular Council meeting.

**TREASURER’S REPORT**

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 approve the Treasurer’s Report, as submitted was approved.

**REQUEST AUTHORIZATION FOR THE TOWN TREASURER TO PAY THE BILLS**

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 authorize the Town Treasurer to pay the bills, as presented was approved.

Bills will be printed in Minute Book

**REQUEST ON BEHALF OF 1412 LONGWOOD AVE., LLC TO REZONE 1412 LONGWOOD AVENUE**

On motion by Mr. Davis, seconded by Mr. Hunter and with all Council members voting “aye”, the recommendation by the Town Manager to authorize advertisement of a public hearing on the request on behalf of 1412 Longwood Ave., LLC to rezone their property located at 1412 Longwood Avenue from Residential District R-1 to Business District B-3 was approved. The public hearing will be scheduled at 6:45 p.m. on Wednesday, January 11, 2017.

Mr. Spates stated at the November work session Council had discussed moving the December Council meeting to December 7 at 11:00 a.m. to authorize payment of the bills and all other matters will be addressed at the January Council meeting, due to a schedule conflict.

**BACKGROUND:** Mr. Spates stated Ed and Mike Helton, owners of the 1412 Longwood Avenue have requested their property located at 1412 Longwood Avenue be rezoned from Residential District R-1 to Business District B-3, with the intent that the property be used as a
domestic violence shelter. The property is currently vacant but had been used as a church by the Calvary Tabernacle United Pentecostal Church.

This matter was presented to Council at their September Council meeting and was referred to the Farmville Planning Commission. The Commission has discussed the request and has held a public hearing. The Commission is recommending Town Council approve the rezoning and zoning ordinance amendments to include adding domestic violence shelters as an allowed use in a Business District B-3 zone, with a conditional use permit.

Mr. Spates introduced Ed and Mike Helton, owners of the property and Glenn Fowlkes, Director of Madeline’s House to address questions.

Mr. Fowlkes addressed Council’s questions. He stated the facility will not be licensed by the State. It will be an accredited domestic violence shelter. Those using the shelter will receive supportive counseling, but not clinical counseling. Office staff will have certifications in many areas of supportive counseling, to include behavioral management, anger management and domestic violence along with sexual assault training. Council spoke of the privacy of domestic violence shelter locations and the advertising of the address of the proposed facility for the rezoning of the property. Mr. Fowlkes stated it is not the ideal situation, however, he understands the process of rezoning the property. He stated high tech security is probably the best deterrent. Mr. Fowlkes spoke on security and safety of domestic violence shelters. The proposed domestic violence shelter was presented to Council as permitting females or females with children. Members questioned if male and female children would be allowed. Mr. Fowlkes stated that typically children of both sexes would be permitted. However, if a female with an older male child needed assistance, other arrangements may be made for the older male child, though it is the intent to keep the family unit together. Mr. Fowlkes spoke of the history of Madeline’s House and the importance of being able to offer a place that will keep the family intact.

Mr. Fowlkes stated the proposed shelter will provide safety, food and the basic needs of the individual or family. It is a thirty (30) day program to help them get back on their feet, however it is not a strict program, and it is based on the individual’s needs. He stated that in some instances a person may have to leave quickly and not be able to take their identification or children’s birth certificate. The organization would work with social services to assist in obtaining duplicates. Once accepted into the shelter, there are strict rules on who that person can bring in the facility. Members questioned occupancy. Mr. Fowlkes stated depending on the
reconfiguration, he anticipates probably twenty (20) to twenty-five (25) beds maximum. The Town Manager stated he had spoken with the Town Manager in Blackstone and they have not had any issues with the facility in Blackstone and said it is a well-run operation. Mr. Fowkles spoke of the process Madeline’s House went through in moving from Fort Pickett into a residential area in Blackstone and downsizing to a twelve (12) bed facility.

Members requested a copy of the criteria that must be met in order to be accepted into the facility, questioned staffing and funding. Mr. Fowkles stated he would forward an application form. He stated this facility will not be a “treatment facility”, so the restrictions are not as strict. He stated the facility and programs would be funded by several grants and donations by individuals, organizations and churches. Staffing will be 24 hours a day, seven days a week, and 365 days a year, with five full time employees, full capacity may see seven full time employees. Mr. Fowkles addressed questions on construction, stating no external construction would be required and the sanctuary will be converted into dorm rooms. Chief Ellington stated he has no concerns with the proposed facility and is very familiar with Madeline’s House.

REQUEST ZONING AMENDMENT TO DEFINITIONS AND USES IN A BUSINESS DISTRICT B-3 ZONE

On motion by Mr. Hunter, seconded by Mr. Davis and with all Council members voting “aye”, the motion to authorize advertisement of a public hearing on the following zoning amendments were approved.

Sec. 29-312 Uses.

*Domestic Violence Shelters with a conditional use permit*

Sec. 29-1 Definitions

*Domestic Violence Shelter means a temporary safe housing shelter for those who experience domestic violence*

BACKGROUND: Mr. Spates stated the Farmville Planning Commission has recommended Town Council hold a public hearing on the requested zoning amendment and the request is contingent upon 1412 Longwood Avenue being rezoned from Residential R-1 to Business District B-3 for a domestic violence shelter.

REFER REQUEST FOR A CONDITIONAL USE PERMIT ON BEHALF OF MADELINE’S HOUSE TO THE FARMVILLE PLANNING COMMISSION
On motion by Mr. Cole, seconded by Mr. Hunter and with all Council members voting “aye”, the motion to refer back to the Farmville Planning Commission the request for a conditional use permit on behalf of the Southside Center for Violence Prevention/Madeline’s House was approved.

**BACKGROUND:** The Farmville Planning Commission discussed this request at the October 26, 2016, Commission meeting and made several recommendations to Council. Mr. Spates stated the request for a conditional uses permit needs to be referred back to the Commission for a public hearing. Mr. Spates stated the Planning Commission will need to hold a public hearing after Council takes action on the request to rezone 1412 Longwood Avenue.

**REQUEST REZONING OF REMAINING INDUSTRIAL M-1 ZONES TO BUSINESS DISTRICT B-3 ZONES**

On motion by Mr. Cole, seconded by Mr. Davis and with all Council members voting “aye”, the motion to authorize advertisement of a public hearing on the rezoning of the remaining Industrial M-1 zones (Buffalo Shook and W.C. Newman o.) to Business District B-3 zones was approved.

**BACKGROUND:** The Farmville Planning Commission held its public hearing on October 26, followed by a Planning Commission meeting. The Commission agreed to recommend to Council the approval of rezoning the remaining Industrial M-1 zones to Business B-3 and recommended the M-1 zoning language remain in the Town Code.

**REQUEST ON BEHALF OF PIEDMONT REGIONAL JAIL FOR WATER RATE ADJUSTMENT**

On motion by Mr. Davis, and with all Council members voting “aye”, the motion to authorize the advertisement of a public hearing to amend Town Ordinance Chapter 28, Water, Sewer and Sewage Disposal, Section 28-58 Rate Schedule by adding a bulk user fee of $7.00 per 1,000 gallons for water usage over 500,001 gallons for water customers located outside the corporate limits of the Town of Farmville was approved. The ordinance amendment is to be retroactive to the January 1, 2017 utility billing.

**BACKGROUND:** This matter was discussed by the Infrastructure Committee and the Finance and Ordinance Committee, both Committees support establishing a bulk user rate for large water customers located out of town. Mr. Spates stated he supports the Committees
recommendation stating out of town customers are charged 50 percent more than in-town customers.

**CONTINUE – REQUEST TO ADD CAR LOTS AS AN ALLOWED USE IN A BUSINESS DISTRICT B-4 ZONE**

A motion was made by Mr. Davis, seconded by Mr. Pairet, Council accepted the motion to continue the request to add car lots as an allowed use in a Business District B-4 zone.

**BACKGROUND:** Mr. Spates asked that the request to add car lots as an allowed use in a Business District B-4 zone be continued.

**CONTINUE – REQUEST FOR A CONDITIONAL USE PERMIT TO CONVERT A SINGLE FAMILY DWELLING LOCATED AT 306 CEDAR AVENUE INTO A DUPLEX**

A motion was made by Mr. Cole, seconded by Mr. Hunter, Council accepted the motion to refer back to the Planning Commission the request for a conditional use permit to convert a single family dwelling located at 306 Cedar Avenue, into a duplex.

**BACKGROUND:** Mr. Spates stated the property next to 306 Cedar Avenue was converted into a duplex several months ago. The Farmville Planning Commission must hold a public hearing prior to making its recommendation to Council.

**REQUEST REAPPOINTMENT/APPOINTMENT TO THE BOARD OF ZONING APPEALS**

Mr. Spates stated at work session, members supported advertising for citizens interested in serving on one of Farmville’s Boards, Commission or Authority. Interested candidates will complete a Citizen Volunteer Application. When there is a position available the applications will be reviewed by the Personnel Committee and the Committee’s recommendation will be presented to Council for appointment.

**REQUEST ADOPTION OF RESOLUTION OF THE ENDORSEMENT OF A STREET MAINTENANCE PROJECT THROUGH VDOT REVENUE SHARING FUNDS**

On motion by Mr. Davis, seconded by Mrs. Thompson and with a recorded vote with Council members Dwyer, Hunter, Thompson, Pairet, Reid, Davis and Cole voting “aye”, the motion to approve the resolution for the Town to apply for Revenue Sharing Funds through the Virginia Department of Transportation was approved.

A RESOLUTION FOR THE TOWN OF FARMVILLE, VIRGINIA AS AN ENDORSEMENT OF A STREET MAINTENANCE PROJECT THROUGH VDOT REVENUE SHARING FUNDING
FOR FY 2018

WHEREAS, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the sponsoring local jurisdiction or agency requesting the Virginia Department of Transportation (VDOT) to establish a project in the Town of Farmville, Virginia.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Farmville requests the Commonwealth Transportation Board to establish a project for the construction/maintenance of milling and paving various streets within the Town of Farmville.

BE IT FURTHER RESOLVED THAT, the Town of Farmville hereby agrees to provide its share of the total cost for applicable preliminary engineering, right-of-way and construction of this project in accordance with the project financial documents.

BE IT FURTHER RESOLVED THAT, the Town of Farmville hereby agrees to enter into a project administration agreement with VDOT and provide the necessary oversight to ensure the project is developed in accordance with all applicable federal, state and local requirements for design, right-of-way acquisition, and construction of the project.

BE IT FURTHER RESOLVED THAT, the Town of Farmville will be responsible for maintenance and operating costs of the facility as constructed unless other arrangements have been made with VDOT.

BE IT FURTHER RESOLVED THAT, if the Town of Farmville subsequently elects to cancel the project, the Town of Farmville hereby agrees to reimburse VDOT for the total amount of costs expended by VDOT through the date VDOT is notified of such cancellation. The Town of Farmville also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration or VDOT.

BE IT FURTHER RESOLVED THAT, the Town of Farmville hereby grants authority for the Town Manager to apply for funds and execute project administration agreements, as well as other documents necessary for approved projects.

Adopted this 9th day of November 2016, by the Farmville Town Council, Farmville, Virginia.

BACKGROUND: Mr. Spates stated the Town will be applying for VDOT Revenue Sharing Funds and the following streets are listed as a priority: Catlin Street; Vernon Street; North Main Street (Riverside by the train tracks to the bridge); Park Avenue; Glenn Street; Bridge Street (2nd to Haynes) and Peery Drive. Mr. Spates stated the paving of the “priority list” depends on the money allocated by VDOT. The Town also has street maintenance funds that will be used to
pave the following streets: Second Avenue, Jackson Street Fourth Avenue Ext., and Putney Street.

**DISCUSS NOVEMBER AND DECEMBER HOLIDAY SEASON WORK SCHEDULE**

On motion by Mr. Davis, seconded by Mrs. Thompson and with all Council members voting “aye”, the motion to accept the recommendation of the Town Manager and grant Wednesday, November 23 and Thursday, December 22 as additional holidays for 2016 was approved.

**BACKGROUND:** Mr. Spates stated a skeleton crew would be working on November 23 and December 22.

**INFORMATION ON FACES**

Mr. Spates met with FACES (Ellery Sedgwick). He stated FACES expressed appreciation for the use of the building; however the organization has grown and they will be looking for a larger facility. Members received a copy of the “FACES FACTS: 2015-2016” which provided statistics of the number of individuals receiving assistance and distribution information.

**STANDING COMMITTEE REPORTS**

- Finance and Ordinance Committee, Chairman Davis – no report
- Public Safety Committee, Chairman Hunter – no report
- Personnel Committee, Chairman Reid – no report
- Infrastructure Committee, Chairman Pairet – recommendation given during discussion of large water usage rate adjustment
- Town Property Committee, Chairman Thompson – no report
- Parks and Recreation Committee, Chairman Cole – the Committee is still in its planning phase. Mr. Cole stated the Committee has a RFP out for a master plan to help with the design of parks and recreational facilities. He described the Committee’s mission and purpose as “to foster, inspire and deliver programs, events and facilities to enrich the lives of Farmville residents and the community at large”. In closing, he highlighted the Committee’s strategic plans and goals and invited Council members and the community to attend citizen meetings that will be held after the first of the year.

**STANDING COMMITTEE APPOINTMENT**
On motion by Mr. Hunter, seconded by Mr. Davis and with all Council members voting “aye”, the motion to appoint Mr. Dan Dwyer to Council’s Parks and Recreation standing committee was approved.

**BACKGROUND:** Mr. Reid stated Mr. Dwyer had voiced an interest in serving on an additional standing committee and had expressed an interest in Parks and Recreation Committee. Mr. Hunter, Council’s representative on the Firemen’s Committee, stated the Firemen’s Committee meets the first Wednesday of each month and asked Mr. Dwyer to be his alternate. Mr. Dwyer agreed.

**SOFTWARE PROGRAM**

On motion by Mr. Cole, seconded by Mr. Hunter, Council accepted the recommendation by the Town Manager and referred the request by the Town Treasurer to consider changing the Town’s financial software program, to the Finance and Ordinance Committee, for a report to Council.

**REQUEST TO RESCHEDULE THE DECEMBER 14, 2016 REGULAR COUNCIL MEETING**

On motion by Mrs. Thompson, seconded by Mr. Pairet and with all Council members voting “aye”, the motion to move the regular December 14, 2016 Council meeting to Wednesday, December 7, 2016 at 11:00 a.m. was approved.

**MISCELLANEOUS ITEMS**

Mr. Spates reported on the following matters:

- Race Street Baptist Church has changed its name to Jericho Baptist Church;
- Complaint regarding commercial traffic on Perry Drive – Mr. Spates stated VDOT has agreed to assist the Town in preforming a traffic study and traffic count of the area. Letters had been delivered to businesses located between Williams Street and Milnwood Road reminding them that commercial traffic is not permitted on Perry Drive. Members also received a traffic report from the Farmville Police Department that identified vehicle accidents on Peery Drive. Mr. Spates stated he had contacted the individual that had voiced concerns with commercial traffic and informed her that once the Town receives the report from VDOT he will share the information and schedule a public meeting to discuss its findings.
- Members received a printed copy of the Town’s Audit Report.
• Virginia Municipal League (VML) Regional Supper will be held tomorrow at 6:00 p.m. at the Farmville Train Station.

• The Town has closed on the sale of the Travis Building today

• The paving is complete at the Sports Arena and the Burn Building

• Friday at 11:00 a.m. Fuqua School will be presenting the Veteran’s Day event at the Crute Stage

• Holiday Tree Lighting will take place on Friday, November 18 at the High Bridge Plaza – Third grade students from Prince Edward and Cumberland Counties along with third graders from Fuqua will be participating in an essay contest “What Christmas Means to Me”. Each school will select a winning essay and the winners will assist Mayor Whitus in the lighting of the Christmas tree.

• Mr. Reid was congratulated for his recent appointment to Virginia Municipal League (VML) Executive Committee

**TOWN MANAGER AND STAFF REPORTS**

Mr. Robin Atkins, Director of Public Works stated leaf pick up season has begun.

Mr. Spates thanked Council members for the additional holidays

**MAYOR AND COUNCIL MEMBER COMMENTS**

Mr. Hunter mentioned Mrs. Mosley of Virginia Street and of her request for additional signage.

Mr. Hunter also stated the VA Smoove Rydaz MC/SC and Piedmont Community Supporters are hosting a free meal for anyone in need of a hot Thanksgiving meal. The location will the Farmville Train Station, November 23 from 11:00 a.m. – 1:00 p.m. He said if anyone wanted to come by and pitch in, they are more than welcome.

Mr. Pairet thanked the Public Works staff for making several benches for the dog park.

Vice Mayor Reid announced a five (5) minute recess before reconvening to go into closed session.

**CLOSED SESSION – PERSONNEL MATTERS**

On motion by Mr. Davis, seconded by Mr. Hunter and with all Council members voting “aye”, Council went Section 2.2-3711.A.1 of the Code of Virginia, for the discussion of the performance of specific appointees and employees of the Town of Farmville.
On motion by Mr. Davis, seconded by Mr. Cole and with all Council members voting “aye”, Council returned to their 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 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: Six (6)

MOTION: Davis        SECOND: Hunter

AYES: Dwyer, Hunter, Thompson, Pairet, Reid, Davis and Cole
NOES: none

ABSENT DURING VOTE: Mayor Whitus

ABSENT DURING MEETING: Mayor Whitus

Clerk

ESTABLISH A DIRECTOR OF ADMINISTRATION/FINANCE POSITION

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 establish a new position titled Director of Administration/Finance for the Town of Farmville with a pay grade of 41, was approved.

BACKGROUND: Council spoke of the growth and development of the Town. Mr. Cole stated the position would be advertised after the first of the year, when the Town Manager is ready to move forward.

ESTABLISH A COMMUNICATIONS SPECIALIST POSITION
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 motion to establish a new position titled Communications Specialist for the Town of Farmville with a pay grade of 17, was approved.

REQUEST APPOINTMENT OF MR. DWYER TO COUNCIL’S INFRASTRUCTURE COMMITTEE

On motion by Mr. Pairet, seconded by Mr. Hunter and with all Council members voting “aye”, the motion to appoint Mr. Dwyer to Town Council’s Infrastructure Committee was approved.

There being no other business, the meeting adjourned.

APPROVED: A.D. “Chuck” Reid, Vice Mayor

ATTEST: Lisa M. Hricko, Clerk