REGULAR MEETING OF THE FARMVILLE TOWN COUNCIL
HELD ON NOVEMBER 8, 2017

Mayor Whitus called to order the regular meeting of the Farmville Town Council held on Wednesday, November 8, 2017 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 Mayor D.E. Whitus, presiding, and Council members 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 were Town Manager, Gerald Spates; Assistant Town Manager, Scott Davis; Town Attorney, Gary Elder; Chief of Police, Andy Ellington; Town Treasurer, Carol Anne Seal; Director of Public Works, Robin Atkins; Administrative Assistant, Jackie Vaughan and Town Clerk, Lisa Hricko.

Mayor Whitus welcomed guests and called the public hearing to order.

PUBLIC HEARING

The Town Manager read the following public hearing notice:

The Farmville Town Council will hold a public hearing at 7:00 p.m. on Wednesday, November 8, 2017 in the Council Chamber, located on the second floor of the Town Hall, 116 North Main Street, Farmville, Virginia, to hear citizen comments on the following:

Request on behalf of Eric Arthur, Jr. to construct a 7-unit apartment complex on Cedar Avenue (parcel #0023A09(22) lots 005, 006 and 007). This property is zoned Residential District R-3 and allows for multi-family dwellings with a conditional use permit.

Any person(s) wishing to comment on the above matter should plan to attend this hearing.

No one present wished to address Council and Mayor Whitus closed the public hearing at 7:03 p.m.

Council returned to their regular order of business. Mayor Whitus led the invocation; followed by Vice Mayor Reid leading the Pledge of Allegiance.

PUBLIC COMMENT PERIOD

Mayor Whitus announced the public comment portion of the meeting.

Mr. Spates introduced Mr. Andrew Horton, a senior at Fuqua Schools and a member of the Boy Scout Troop #6516. Mr. Spates stated that Mr. Horton recently completed an eagle scout project at the Dr. Erica Geary Dog Park. Mr. Horton addressed Council thanking the Town...
Manager and Mr. David Fowlkes, Farmville’s Horticulturalist, for allowing him to complete his eagle scout project at the dog park. He stated that after observing that the small dog area had very little shade trees compared to the large dog area, he and several other troop members planted four (4) shade trees, consisting of two (2) Oak, one (1) Tulip Poplar and one (1) Black Oak, in the small dog area. In addition to adding the shade trees, Mr. Horton stated he also wanted to leave something lasting for the community and built a little library. The small structure will provide books for people in the community, as well as people visiting the dog park. He then shared with Council pictures of the projects.

Mr. Matthew Beckham, a representative from Congressman Garrett’s Office addressed Council. Mr. Beckham spoke of the ways that the Congressman’s Office can aid Farmville and its constituents. He spoke of the program “case work”, that assist residents that are having problems resolving issues with any Federal agency. The Congressman’s office can contact such offices to make inquiries on a resident’s behalf. Mr. Beckham also stated that Farmville can request letters of support from Congressman Garrett for Federal grants applications.

Mr. Rick Ewing, Director of Barbara Rose Johns Farmville-Prince Edward Community Library addressed Council to introduce the new Branch Manager, Ms. Juliana Charleston.

Mr. Adam Yoelin, local resident, addressed Council regarding the intersection of High, Oak and Griffin and the roundabout. Mr. Yoelin stated after the community meeting that was held to discuss the High, Oak and Griffin intersection and the possibility of constructing a roundabout, he was confused as to the process to move forward. Mr. Yoelin reiterated his support for and the need for the roundabout.

Ms. Jen Cox, Director of Local and Community Relations for Longwood University addressed Council. Ms. Cox introduced students from Longwood University that are learning about local government.

REQUEST APPROVAL OF THE CONSENT AGENDA

On motion by Mrs. Thompson, seconded by Mr. Dwyer and with all Council members voting “aye,” the motion to approve the consent agenda as presented was approved.

The consent agenda includes the draft minutes of the October 4, 2017 regular work session, and draft minutes of the October 11, 2017 regular Council meeting.

REQUEST APPROVAL OF THE TREASURER’S REPORT
On motion by Mr. Davis, seconded by Mr. Cole and with all Council members voting “aye,” the motion to approve the Treasurer’s Report as presented was approved.

**BACKGROUND:** Mrs. Carol Anne Seal, Town Treasurer provided Council with a brief overview of the Treasurer’s Report.

**REQUEST AUTHORIZATION TO PAY THE BILLS**

On motion by Mrs. Thompson, seconded by Mr. Davis and with a recorded vote with Council members Dwyer, Thompson, Pairet, Reid, Davis and Cole voting “aye,” the motion to authorize the Town Treasurer to pay the bills as presented was approved.

**REQUEST FOR A CONDITIONAL USE PERMIT ON BEHALF OF ERIC ARTHUR, JR.**

On motion by Mr. Pairet, seconded by Mrs. Thompson and with a recorded vote with Council members Dwyer, Thompson, Reid, Pairet, Davis and Cole voting “aye,” the motion to accept the recommendation of the Farmville Planning Commission and approve the request for a conditional use permit on behalf of Mr. Eric Arthur, Jr. to construct a seven (7) unit apartment complex on property located on Cedar Avenue., was approved

**BACKGROUND:** Mr. Eric Arthur, Jr. submitted a request for a conditional use permit to construct a seven (7) unit apartment complex on property located on Cedar Avenue. The property is zoned Residential District R-3 and multi-family dwellings are an allowed use, with a conditional use permit. The Farmville Planning Commission held a special called meeting and public hearing on Wednesday, October 25, 2017 and has recommended Council grant the conditional use permit, with no conditions. Council held a public hearing this evening. No one from the public attended to comment on the matter.

**BARBARA ROSE JOHNS DEDICATION**

Mr. Spates stated the Barbara Rose Johns Dedication is scheduled for Sunday, December 10, 2017 at the Barbara Rose Johns Farmville-Prince Edward Community Library at 2:00 pm. The family of Ms. Johns is preparing a list of people they would like invited to the event. The invitations will be mailed out next week.

**BACKGROUND:** At the February 8, 2017 Council meeting, Mayor Whitus established a Barbara Johns Committee to consider ways for Farmville to honor Barbara Johns’ contribution to the Civil Rights Movement. At April 12, 2017 Council meeting, Council approved renaming the library the “Barbara Rose Johns, Farmville-Prince Community Library” in honor of Barbara Rose Johns. The dedication event will take place on the 10th of December 2017.
REQUEST TO CANCEL THE DECEMBER 13, 2017 REGULAR COUNCIL MEETING

On motion by Mr. Davis, seconded by Mr. Reid and with all Council members voting “aye,” the motion to cancel the December 13, 2017 regular Council meeting was approved.

BACKGROUND: The Town Manager requested that the December regular Council meeting be cancelled due to scheduling during the holiday season. Council may act on matters that need to be addressed at the Wednesday, December 6th, work session meeting.

REFER REQUEST FOR ORDINANCE AMENDMENT #186 TO THE FARMVILLE PLANNING COMMISSION AND AUTHORIZE ADVERTISEMENT OF A PUBLIC HEARING

On motion by Mr. Davis, seconded by Mr. Dwyer and will all Council members voting “aye,” the motion to refer the request for ordinance amendment #186 to the Farmville Planning Commission and authorize advertisement for a public hearing to be held before the Farmville Town Council at 11:00 am on Wednesday, December 6, 2017, was approved.

BACKGROUND: The Assistant Town Manager stated in reviewing the current zoning provisions for the R-3 District for a potential development, it was determined that there is a need for an amendment to the allowable uses in the Residential District R-3 zone. He stated as the density of uses increase in zoning districts, the less dense uses usually are allowed within districts with more dense uses. This is not the case between Residential District R-2 and Residential District R-3. The R-2 District, medium density residential area, allows two-family dwellings or two (2) housekeeping units, better known as a duplex. The R-3 District, high density residential area, does not allow two-family dwellings; however, it should. Section 29-147 - Uses, under Chapter 29, Article III, Division 5, needs to be amended to include the language of “two-family dwellings or two (2) housekeeping units”.

Mr. Spates stated for an amendment to the zoning ordinance to occur, Council needs to refer this matter to the Planning Commission. The Planning Commission will have a public hearing at the November 29, 2017 meeting and make a recommendation to Town Council. The Town Council will hold a public hearing at the December 6, 2017 meeting and vote on making the zoning amendment.

PROCLAMATION FOR NATIONAL HOSPICE AND PALLIATIVE CARE MONTH
On motion by Mrs. Thompson, seconded by Mr. Cole and with all Council members voting “aye,” the motion to adopt the proclamation recognizing November as National Hospice and Palliative Care Month, was approved.

**PROCLAMATION IN RECOGNITION OF NATIONAL HOSPICE and PALLIATIVE CARE MONTH NOVEMBER 2017**

**WHEREAS,** November is recognized as National Hospice and Palliative Care Month in the United States; and

**WHEREAS,** more than 1.5 million Americans living with life-limiting illness, and their families, receive care annually from the nation’s hospice programs in communities throughout the United States; and

**WHEREAS,** every year more than 1.5 million Americans living with life-limiting illness, and their families, received care from the nation’s hospice programs in communities throughout the United States; and

**WHEREAS,** Hospice of Virginia offers the highest quality services and support to patients and family caregivers facing serious and life-limiting illness; and

**WHEREAS,** skilled and compassionate hospice and palliative care professionals—including physicians, nurses, social workers, therapists, counselors, health aides, and clergy—provide comprehensive care focused on the wishes of each individual patient; and

**WHEREAS,** through pain management and symptom control, caregiver training and assistance, and emotional and spiritual support, hospice and palliative care allows patients to live fully up until the final moments, surrounded and supported by the faces of loved ones, friends, and committed caregivers; and

**WHEREAS,** the provision of quality hospice and palliative care reaffirms our belief in the essential dignity of every person, regardless of age, health, or social status, and that every stage of human life deserves to be treated with the utmost respect and care.

**NOW, THEREFORE,** be it resolved that I, David E. Whitus, Mayor of the Town of Farmville, Virginia do hereby proclaim November of 2017 as National Hospice and Palliative Care Month and urge all residents to express their gratitude and thankfulness to the caregivers of Hospice of Virginia.

**BACKGROUND:** Mrs. Melissa Gayles, Regional Director of Hospice has asked the Town Council to adopt a proclamation recognizing November as National Hospice and Palliative Care Month.

**REQUEST ADOPTION OF RESOLUTION #2017-11-01 AUTHORIZING THE TOWN MANAGER TO ENTER AN AGREEMENT WITH THE BERKLEY GROUP**
On motion by Mr. Cole, seconded by Mr. Davis and with a recorded vote with Council members Dwyer, Thompson, Pairet, Reid, Davis and Cole voting “aye,” the motion to adopt Resolution #2017-11-01 authorizing the Town Manager to enter into an agreement with The Berkley Group for auxiliary town hall service, specifically a land use tools diagnostic, was approved.

**BACKGROUND:** Resolution #2017-11-01 will give authorization for the Town Manager to enter into an agreement with The Berkley Group for auxiliary town hall services, more specifically to conduct a land use tools (Comprehensive Plan, Zoning and Subdivision Ordinances, and Town Charter) diagnostic which includes a full review of these land use tools and any related planning and land use documents, an assessment of the tools to ensure compliance with the Code of Virginia and identification of any deficiencies, and a summary report of the findings and recommendations for subsequent comprehensive plan and ordinance updates. Mr. Scott Davis, Assistant Town Manager, addressed Council explaining that instead of going through the RFP process to find a consultant to consider the comp plan and zoning ordinances, the Virginia Public Procurement Act joint and cooperative procurement has a provision that if another locality has had a rider clause in the RFP that they have awarded, other jurisdictions can join in a cooperative agreement. The Berkley Group has that type of agreement with Manassas Park, in Northern Virginia.

At November’s work session, Mr. Davis, suggested that he prepare a resolution for Council to adopt permitting the town to work with The Berkley Group. Mr. Davis explained that The Berkley Group will do a diagnostic of where the town is in the process of updating its comp plan and review of the town’s zoning ordinances and then be able to provide the town with an estimate of the total cost for the project. The cost of the diagnostic would be approximately $7,500. He added the entire project will take approximately 18 to 24 months and by not doing an RFP, the town will cut the time by two (2) to three (3) months. Mr. Davis also stated the cost for the entire project can be spread across three (3) budget years and for the current year, the funds can come from the vacant Planner position.

At the October Council meeting, Council authorized advertisement for a request for proposals for consulting firms interested in assisting the Town with reviewing and updating Farmville’s Comprehensive Plan and to review and assist with amendments to Farmville’s zoning ordinances.
REQUEST ADOPTION OF RESOLUTION #2017-11-02 TRANSFER FUNDS

On motion by Mr. Reid, seconded by Mr. Davis and with a recorded vote with Council members Cole, Davis, Reid, Pairet, Thompson and Dwyer voting “aye,” the motion to adopt Resolution #2017-11-02 authorizing the Town Treasurer to transfer funds for reimbursement from an appropriation from the General Fund for a portion of the yearly bond payment and to cover a portion of the expenditure for street paving from the Street Maintenance Fund.

BACKGROUND: At the direction of the Finance and Ordinance Committee, Town Treasurer, established a set aside account, and has been depositing $100,000 a month into the account to go towards paying the bond payment each year. This year the bond payment was paid out of the General Fund and from the set aside account. Mr. Davis stated the request is for an internal transfer of funds from the set aside account back to the General Fund account. Transferring funds from the restricted account to the unrestricted account requires Council’s approval.

REQUEST ADOPTION OF RESOLUTION FOR FARMVILLE’S EMERGENCY OPERATIONS PLAN

On motion by Mrs. Thompson, seconded by Mr. Cole and with a recorded vote with Council members Cole, Davis, Reid, Pairet, Thompson and Dwyer voting “aye,” the motion to adopt a resolution in support of Farmville’s Emergency Operation Plan was approved.

BACKGROUND: Every four (4) years, the Virginia Department of Emergency Management requires localities to readopt their Emergency Operation Plan. Mr. Spates explained the plan has only minor changes, such as names and locations of buildings.

STANDING COMMITTEE REPORTS

Parks and Recreation, Chairman Cole – A community meeting was held this evening highlighting the results of Farmville’s draft Parks and Recreation Master Plan study. Land, Planning and Design Associates will take the feedback from the meeting and finalize a plan to present to the town.

Finance and Ordinance Committee, Chairman Davis – Due to the amount of time needed for the Finance meetings, the Committee has agreed to move the committee meetings to the last Thursday of the month from 9:00 a.m. to 11:00 a.m. to allow for more time for in-depth discussions.

Personnel Committee, Chairman Reid – no report
Infrastructure Committee, Chairman Pairet – The Committee is currently working on several items such as the roundabout and parking issues within the town. The Town Manager is in the process of collecting additional information, at which point the Committee will meet and bring back recommendations to Council.

Town Property/Building, Chairman Thompson – no report

**TOWN MANAGER AND STAFF REPORTS – MISCELLANEOUS ITEMS**

Mr. Spates reported the new traffic light at the intersection of West Third and St. George Street has been installed and will be turned on the week before or the week after Thanksgiving.

Mr. Spates stated he has received several requests to put advertisement signs on the sidewalks. Longwood University advertised the Big South Tournament by putting stencil signs on the sidewalks downtown. Mr. Pairet suggested that each request be addressed on a case by case basis. Mr. Gary Elder, Town Attorney advised Council that a policy should be in place to address the matter. Mayor Whitus referred the matter to the Infrastructure Committee to come back to Council with a recommendation.

Mr. Spates stated Fuqua Schools will be hosting a Veterans Day event on Friday, November 10th at the Crute Stage at 11:00 am. He added that he has been contacted about security and informational meeting for houses of worship and public meeting places. An informational meeting has been scheduled for November 28th, at 6:00 pm, in the Council Chambers.

Mr. Spates informed Council that Food Day is Saturday, December 16th from 9:00 a.m. to 1:00 p.m., at the Farmer’s Market. Food Day is a day dedicated to recognizing and promoting healthy eating in support of the local farms. Mr. Spates updated Council on the three hotels currently under construction. The Hotel Weyanoke addition should be finish in December, with the restaurant being ready sometime in March; the Holiday Inn Express should be complete by the end of March; and the Hilton Tru is scheduled to be completed in December.

The community tree lighting ceremony is scheduled on Friday, November 17th, beginning at 4:30 p.m. There will be music provided by local groups and hot cocoa provided by Aramark and Santa Claus is scheduled to arrive after the lighting of the tree.

Mr. Spates spoke of Gilbert Wood’s recent passing and of his loyal service and dedication to his profession and to the citizens of Farmville and adjacent counties. He asked Council to consider naming the Farmville Emergency Communication Center in recognition of Mr. Wood.
FARMVILLE EMERGENCY COMMUNICATION CENTER NAMED AFTER THE LATE GILBERT WOOD, JR.

On motion by Mrs. Thompson, seconded by Mr. Pairet and with all Council member voting “aye,” the motion to dedicate the Farmville Emergency Communication Center in recognition of Gilbert Wood’s many years of dedication and service to Farmville and the surrounding counties was approved. A plaque is to be installed in his honor and memory.

ADDITIONAL HOLIDAY HOURS FOR TOWN EMPLOYEES

On motion by Mr. Reid, seconded by Mr. Dwyer and with a recorded vote with Council members Dwyer, Thompson, Reid, and Davis voting “aye,” and Council members Pairet and Cole voting “no,” the motion to accept the recommendation of the Town Manager to close the town offices on Wednesday, November 22, 2017 and Friday, December 22, 2017 was approved. Employees are to use four (4) hours of their personal leave time on November 22 and on December 22.

BACKGROUND: At Council’s November 1, 2017 work session meeting, Council agreed to follow the State holiday schedule for Thanksgiving and Christmas, granting employees four (4) hours of holiday time on November 22 and December 22, 2017. Mr. Spates requested that Council allow employees to use four (4) hours of their personal time on both dates, and close the town offices on November 22 and December 22. Mr. Spates added that most town employees have personal leave time they must use before the end of the year. Mr. Cole expressed concerns about inconveniencing Farmville citizens by the town offices being closed. Mr. Cole stated that the amount of holiday time government employees receive versus the private sector is excessive and the additional time off for town employees does not provide customer service to the residents. Mayor Whitus expressed displeasure at the request being revisited when Council had acted at work session and he too voiced his disapproval of the town offices being closed.

MAYOR AND COUNCIL MEMBER COMMENTS

No comments from Council.

There being no other business, the meeting adjourned.

APPROVED: ATTEST:

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David E. Whitus, Mayor Lisa M. Hricko, Clerk