REGULAR WORK SESSION OF THE FARMVILLE TOWN COUNCIL
HELD ON APRIL 3, 2019

Mayor Whitus called to order the regular work session of the Farmville Town Council, held on Wednesday, April 3, 2019, at 11:00 a.m., in the Council Chamber of the Town Hall, located at 116 North Main Street, Farmville, Virginia.

The Town Clerk noted the following members as present: Mayor D.E. Whitus, presiding and Council members D.E. Dwyer, B.R. Vincent, T.M. Pairet, A.D. Reid, J.J. Davis, G.C. Cole. Council member D.L. Hunter was absent.

Staff present was Town Manager, Gerald J. Spates; Assistant Town Manager, C. Scott Davis and Town Clerk, Lisa Hricko.

Mayor Whitus set the agenda aside for a presentation from Dean Farmer, Chief of the Farmville Volunteer Fire Department. Chief Farmer stated he was present to provide the Council with a brief summary of the Fire Department’s new EMS (First Responder) program that has been in place for approximately 30 days. He spoke of the strong working relationship between the Farmville Volunteer Fire Department and the Prince Edward County Rescue Squad. He reported on the program’s success and invaluable service it provides to the community. Lastly, the Department responded to 38 EMS calls and 49 fire calls during March. Chief Farmer spoke of the steady increase in call volume. In 2016, the Department responded to a total of 398 calls; in 2017, 426 calls; and in the year of 2018, the Department responded to 652 calls. Chief Farmer stated he feels the Department is on track to reach close to a thousand calls in 2019. In closing, he thanked the Council for supporting the First Responder program.

Council returned to the regular order of business.

CONTINUED ITEMS – REQUEST FOR BOUNDARY ADJUSTMENT AND UPDATE ON PROBATION AND PAROLE EXPANSION –

BOUNDARY ADJUSTMENT—Mr. Spates reported that staff was working on area maps and recommended that the Town’s Boundary Adjustment Committee meet jointly with committee members from Prince Edward County and Cumberland County. Mr. Pairet commented on the importance of public input and suggested that Council should hold a joint meeting to discuss the boundary adjustment. Mr. Spates was directed to move forward with scheduling.

UPDATE ON PROBATION AND PAROLE BUILDING EXPANSION—Mr. Davis, Assistant Town Manager, reported that Thompson and Litton provided a cost estimate of a little
over two million dollars on the expansion and renovation of the Probation and Parole building. In conversations with the Department of General Services, they had indicated their desire to have the project amortized over a ten (10) year period. Using a ten-year amortization schedule, the monthly payment would be between $26,000 to $29,000. Currently, the Probation and Parole Office rent is $3,819.51 and that he would be contacting them to discuss the project.

**REQUEST FOR A PROCLAMATION RECOGNIZING APRIL AS NATIONAL POETRY MONTH**—no discussion

**REQUEST ADOPTION OF RESOLUTION #2019-0401 TRANSFER OF FUND**

On motion by Mr. Davis, seconded by Mr. Reid and with a recorded vote with Council members Dwyer, Vincent, Pairet, Reid, Davis, and Cole voting “aye,” the motion to adopt the resolution #2019-04-01 Transfer Funds from the Sewer Contingency to Water Fund was approved.

**BACKGROUND:** Mr. Spates asked Council to take action on the request to adopt a resolution authorizing the Town Treasurer to transfer funds from the sewer contingency to the water fund for the emergency procurement of rebuilding two filters at the water treatment plant. He said, recently the Town contracted to have some routine work performed on the filters at the water treatment plant. When the company began working on the first filter, it was determined that all three filters needed to be rebuilt. The issue with the filters was caused by moving the chlorine from the head of the plant to the back of the plant as required by the Health Department. Council questioned if there was a way to address the chlorine issue. Mr. Spates stated that a chemical can be added to the filtering process, which will help with maintaining the life of the filters.

Council member Mr. Davis, Chairman of the Finance and Ordinance Committee, reported that this issue was discussed at the March Committee meeting. The Committee recommended Council transfer the $80,400 from the Sewer Contingency. The Water Fund contingency would not have covered the rebuilding of the filters, and a transfer would have to be approved. By transferring the $80,400 from the Sewer Contingency, to the Water Fund, the Water Fund will have monies available for general upkeep of equipment for the remainder of the year.

**REQUEST AUTHORIZATION TO ISSUE PAYMENT FROM THE NARCOTIC’S FUND**—no discussion.

**REQUEST AUTHORIZATION TO ENGAGE IN POSITIVE PAY AND WIRE TRANSFERS WITH BENCHMARK COMMUNITY BANK**—Mr. Davis, Assistant Town Manager, stated that positive pay is an automated fraud detection tool. The Treasurer’s Office will submit all the checks
that are issued on the Benchmark Community Bank account to the bank daily. The bank will verify that information when the check is presented for payment. Mr. Davis stated, the bank is also providing electronic transfers. ACH wires will now be handled online. The electronic transfers will require two signatures, one from either the Treasurer or Deputy Treasurer, and the second signature would be either Mayor Whitus, Vice Mayor Reid or Council member Mr. Davis. Each will be assigned a user name and password. The Treasurer or Deputy Treasurer will start the process, and each of the second signers will be alerted via email when a wire authorization is ready for approval. At the present time, there is no cost associated with the process.

**2019 VML POLICY COMMITTEE NOMINATIONS**—Mayor Whitus asked Council members to notify the Clerk if interested in serving on one of VMLs Policy Committees. Mr. Reid stated he would like to continue to serve on the Human Development and Education Committee. The VML Policy Committees are:

- Community & Economic Development
- Environmental Quality
- Finance
- General Laws
- Human Development and Education
- Transportation

**REQUEST ADOPTION OF A PROCLAMATION IN RECOGNIZING NATIONAL PUBLIC SAFETY COMMUNICATIONS WEEK**—no discussion.

**REFER TO INFRASTRUCTURE COMMITTEE – REQUEST ABANDONMENT OF A PORTION OF GROVE STREET**—The request is on behalf of Saint Theresa Catholic Church for the area by their multi-purpose community building located on Grove Street. Mr. Spates indicated the request involves a 10’ x 240’ strip, which is currently being used for parking, but the church would like to add on to the community building. The three adjoining property owners would be notified, and a public hearing must be held. The area is 3,146 sq. feet, times the value of the property at $3.8996 per square foot equals a cost of $12,268. If approved, the street would remain open. Currently, the town has a 55’ right of way, the right of way would be 45’. The area dead ends into the pedestrian bridge.
REQUEST ADOPTION OF RESOLUTION #2019-04-03 AUTHORIZATION TO
ESTABLISH A RESTRICTED ACCOUNT FOR FUNDS RECEIVED FROM LONGWOOD
UNIVERSITY FOR DISPATCHING SERVICES—Mr. Spates stated the Finance and Ordinance Committee has recommended Council approve establishing a restricted fund account for funds received from Longwood University for dispatching that exceed the essential services such as salaries, uniforms, training, etc. The excess funds would be placed in a restricted account and used for items such as computers, software, and new consoles. Mr. Spates stated Longwood’s payment of $175,000 was for a partial year and estimated $80,000 to $90,000 remaining after essential services for this fiscal year.

COMMITTEE REPORTS

Finance and Ordinance Committee, Chairman Mr. Davis— provided a brief update on delinquent tax accounts and recommendations from the Town Attorney.

Public Safety Committee, Chairman Mr. Hunter— no report.

Personnel Committee, Chairman Mr. Reid— will contact the Town Office to schedule a committee meeting.

Infrastructure Committee, Chairman Mr. Pairet—no report.

Town Property/Building, Chairman Mr. Dwyer—no report.

Parks/Recreation Committee, Chairman Mr. Cole—no report

TOWN MANAGER AND STAFF REPORTS— Mr. Larry Atkins of State Wide Realty has sponsored a FERN garden that will be located at Milnwood Road and South Main. Due to a recent resignation, a secretary position for the Administration Office has been posted. This month parking meter revenue for Main Street increased by $3,000. Mr. Spates attributed the increase to the increase in fees and the reprogramming of the meters to accept nickels, dimes and quarters.

COMMENTS BY MAYOR WHITUS AND COUNCIL MEMBERS—no comments

CLOSED SESSION – PERSONNEL

On motion by Mr. Davis, seconded by Mr. Hunter and with all Council members voting “aye,” the Council went into closed session for discussion with the Town Manager pursuant to the exemption provided for in Section 2.2-3711(A)(1) of the Code of Virginia.

On motion by Mr. Davis, seconded by Mr. Reid and with all Council members voting “aye,” Council returned to the 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: 7
MOTION: Mr. Davis          SECOND: Mr. Hunter
AYES: Dwyer, Hunter, Vincent, Pairet, Reid, Davis and Cole
ABSENT DURING VOTE: no one
ABSENT DURING MEETING: no one

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Clerk

There being no other business the meeting was adjourned.

APPROVED:  ATTEST:

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