

**REGULAR MEETING OF THE FARMVILLE TOWN COUNCIL**  
**HELD ON MAY 8, 2019**

At a regular meeting of the Farmville Town Council held on Wednesday, May 8, 2019, at 7:00 p.m., in the Council Chamber of the Town Hall, located at 116 North Main Street, Farmville, Virginia, there were present Mayor David E. Whitus, presiding, and Council members D.E. Dwyer, D.L. Hunter, B.R. Vincent, T.M. Pairet, A.D. Reid and J.J. Davis.

Staff present were Town Manager, Gerald Spates; Assistant Town Manager, Scott Davis, Town Attorney, Gary Elder; Town Treasurer, Carol Anne Seal; Chief of Police, Andy Ellington; Public Works Director, Robin Atkins; Administrative Assistant, Jackie Vaughan, and Town Clerk, Lisa Hricko.

Father Štefan Migač, Priest of the St. Theresa Catholic Church, gave the invocation, and the Pledge of Allegiance was led by Council member A.D. Reid.

The Town Clerk called the roll, noting Council member G.C. Cole was absent.

**PUBLIC COMMENT PERIOD**

Mayor Whitus announced the public comment period and guests were reminded of the three (3) minute time limit.

Mr. Rick Ewing, Director of the Central Virginia Library, addressed Council on behalf of the Farmville-Prince Edward Barbara Johns Library. He announced the library will be providing free lunches this summer to any person eighteen years and under, Monday thru Thursday, during the months of June and July, except during the week of July 4<sup>th</sup>. Lunches will be available in an area outside the library, but people are welcome to bring their lunch inside to eat. Mr. Ewing stated that the Prince Edward County Public Schools will be providing the lunches through a grant program. The library will be the only site in Prince Edward County, other than the school, that will be offering free lunches.

Mrs. Vicky Page, with Friends of the Library, addressed Council. She said April is National Poetry Month. A poetry contest was sponsored by the NEA Big Read grant, and seventeen poems were received. Arrangements have been made to have the winners read their poems at the June Council meeting. Mrs. Page spoke of the success of the Poem in Your Pocket day and expressed her appreciation to the Council member that posted his poem on Facebook. She was pleased that the poem went viral and received many likes and over 50 shares.

**APPROVAL OF THE CONSENT AGENDA**

On a motion by Mr. Hunter, seconded by Mr. Vincent, and with all Council members voting “aye,” the motion was granted to approve the consent agenda, as presented.

**BACKGROUND:** The consent agenda included the draft minutes of the regular Council Work Session meeting of April 3, 2019, the regular Council meeting of April 10, 2019, and the reconvened Council meeting of April 25, 2019.

**APPROVAL OF THE TREASURER’S REPORT**

On a motion by Mr. Davis, seconded by Mr. Hunter and with all Council members voting “aye,” the motion was granted to approve the Treasurer’s Report, as presented.

**BACKGROUND:** Mrs. Seal provided the Council with a brief update on transactions made during April. She stated the second payment of \$68,520 was made to Edmunds & Associates for the Town’s new financial software. Mrs. Seal reported that the percentage collected of real estate and personal property tax through April 2019 is 98.57%, which is up .14% from March.

**AUTHORIZATION TO PAY THE BILLS**

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

**BOUNDARY ADJUSTMENT UPDATE**

Mr. Spates reported that Mr. Bartlett, County Administrator of Prince Edward County, should be contacting him shortly with a schedule of the County’s available dates to discuss the proposed boundary adjustments. Council directed the Town Manager to move forward and schedule a separate meeting with Cumberland County to discuss the Town’s growth.

Mr. Spates reported that he contacted both Cumberland and Prince Edward County, as directed by Council, and Prince Edward County would like to meet with the Town separate from Cumberland County.

**UPDATE ON PROBATION AND PAROLE EXPANSION**

Mr. Davis reported that he is still working with the Department of General Services on the figures for the construction cost of the Probation and Parole Building expansion, and what the payment will be amortized for ten years. In April, Mr. Davis, Assistant Town Manager, reported that the engineering firm of Thompson and Litton, Inc. had provided a cost estimate of over two million dollars for the expansion and renovation of the Probation and Parole building. He stated

that using a ten-year amortization schedule, the monthly rent payment would be between \$20,000 to \$30,000 a month. Mr. Davis stated that he had been in contact with Mr. Ted Cole from Davenport to look at interest rates for bank loans, bonds and/or through VRA. Bank interest rates range between 3 and 3.5 percent based on a recent request for proposals for similar projects.

**ABANDONMENT OF A PORTION OF GROVE STREET BETWEEN BUFFALO STREET AND THE PEDESTRIAN BRIDGE (LONGWOOD UNIVERSITY) ON BEHALF OF SAINT THERESA CATHOLIC CHURCH**

On a motion by Mr. Davis, seconded by Mr. Hunter , and with a recorded vote with Council members Hunter, Vincent, Pairet, Reid, Davis and Dwyer voting “aye,” the motion was approved to accept the recommendation of the Infrustrcture Committee and approve the request for the abandonment of a portion of Grove Street, between Buffalo Street and the pedestrian bridge (Longwood University), on behalf of Saint Theresa Catholic Church for the amount of \$9,426 and fees associated with the abandonment.

**BACKGROUND:** Mr. Pairet stated that the Infrastructure Committee recommends selling the property for 75% of the assessed value, which is \$9,426 and the fees associated with the abandonment of the portion of Grove Street. Mr. Spates stated the request is on behalf of Saint Theresa Catholic Church for the area adjoining their multi-purpose community building located on Grove Street. The request involves a ten-foot strip, approximately 3,146 sq. feet. The area is currently being used by the church for parking, but the church would like to add on to the community building. Mr. Spates said the three adjoining property owners have been notified, and he had heard from one property owner, Mr. Mike Rice, who did not have any objection to the abandonment. A public hearing was held tonight with no one to address Council on the matter. Mr. Spates noted that if approved, the street would remain open, and the area dead ends into the pedestrian bridge. Council member Davis asked if people that use Grove Street Park could continue to park in the parking lot. Members of the church that were in attendance at the meeting answered yes, people will be allowed to utilize the parking lot to visit the park.

**AUTHORIZATION TO MOVE FUNDS FROM BUDGET FUND 10 TO BUDGET FUND 40**

On motion by Mr. Hunter, seconded by Mr. Vincent and with all Council members voting “aye,” the motion was approved to authorize the Treasurer to move funds from Budget Fund 10 to Budget Fund 40.

**BACKGROUND:** Mrs. Seal reported that in March, the Town purchased two (2) pickup trucks that were budgeted in the Street and Building & Grounds Departments. One of the trucks was put in the Water Maintenance Department. She said budget funds of \$28,566.67 need to be transferred from the Street Department in the General Fund to the Water Fund.

**AUTHORIZE ADVERTISEMENT OF A PUBLIC HEARING ON THE PROPOSED 2019-2020 TOWN BUDGET**

On a motion by Mr. Hunter, seconded by Mr. Davis, and with a recorded vote with Council members Vincent, Pairet, Reid, Davis, Dwyer, and Hunter voting “aye,” the motion was approved to authorize advertisement of the proposed 2019-2020 Town budget. Council supported scheduling the public hearing on the evening of Wednesday, June 12, 2019.

**BACKGROUND:** At the May 1, 2019, regular work session meeting, Town Council directed staff to explore options to balance the proposed 2019-2020 Town Budget. Assistant Town Manager, Mr. Davis presented a summary of the changes. Included in his report were removing the vacant position of Communication Specialist and 60 percent of the Secretary position from the Town Manager’s Department. The Assistant Town Manager stated the Secretary position will remain, but it is split between the Town Manager and the Treasurer’s Department. Funds were cut from Maintenance of Trucks and Equipment under Non- Streets and from Maintenance of Buildings and Maintenance of Grounds – Wilck’s Lake, along with adjustments made under the Golf Course budget. Mr. Davis, Assistant Town Manager, reported that \$28,000 was added to the Banquet Room budget to replace the flooring. Funds were also decreased on Materials for Street Maintenance for Arterial and Collector, and adjustments were made to the Water and Sewer Funds. The Assistant Town Manager reported that sludge removal at the Wastewater Treatment Plant has started this month and a portion of the expense will come from this fiscal budget, allowing a decrease of \$35,000 in the proposed budget. There was also slight adjustments made to the Airport budget under Maintenance of Buildings, Grounds, and Runway.

The proposed budget has an excess of \$918,985.68 in the General Fund; however, \$442,996.10 is needed to balance the fund in Street Maintenance, and \$224,609.16 will need to be transferred to balance the Airport Fund; which leaves contingencies of \$251,380.42 in the General Fund, \$705.40 in the Water Fund and \$59,480.34 in the Sewer Fund. The Assistant Town Manager stated in September the Treasurer’s Office will have closed out the 2018-2019 Town Budget, and

there is a potential that there could be funds remaining which would result amending the 2019-2020 Town Budget to add the contingency.

Council questioned the status of the leasing of police vehicles. The Assistant Town Manager stated further information is needed, and staff is recommending to revisit the Enterprise Government Leasing Program when more detailed information can be reviewed and discussed. He said that in the proposed budget, the Police Department will purchase three (3) vehicles. The Council questioned the status of hiring summer help and if the Communication Specialist was the only position that was cut from the budget. Mr. Davis, Assistant Town Manager, stated that the vacant position of Communications Specialist is the only vacant position not being carried over to the 2019-2020 budget. Mr. Spates added that Public Works will not be hiring summer help, and ads have been placed for lifeguards, recreation counselors, and lawn maintenance at the airport and golf course. Also, there were conversations regarding Town employee policy 3.1 (a) Medical Compensation for Certain Retirees. The policy does not state the age of retirement. Mayor Whitus recommended that the Finance and Ordinance Committee come back to Council with a recommendation on the age of retirement for employee benefits policy. The Assistant Town Manager reported that at the direction of the Council he and the Town Manager are looking into employee benefits that other localities offer that are similar to the Medical Compensation for Certain Retirees and will report those findings back to the Council.

Mr. Davis, Assistant Town Manager, mentioned that the Council had approved advertising for a Classification and Compensation Pay Plan study, and appropriating funding to the Prince Edward Volunteer Rescue Squad, neither of those items were in the proposed 2019-2020 Town Budget. The Council discussed the additional items. Members directed staff to amend the proposed budget and appropriate funds of \$100,000 for the Classification and Compensation Plan study and appropriate funds of \$30,000 to the Prince Edward Volunteer Rescue Squad. Mr. Davis, Assistant Town Manager, stated those funds will come from the proposed budget's contingency of \$251,380.42, leaving a remaining contingency of \$121,380.42.

**AUTHORIZE PAYMENT FROM THE NARCOTIC'S FUND TO WITMER PUBLIC SAFETY GROUP, INC. AND ENTERPRISE LEASING COMPANY**

On a motion by Mr. Davis, seconded by Mr. Hunter, and with a recorded vote with Council members Pairet, Reid, Davis, Dwyer, Hunter and Vincent voting "aye," the motion was approved to authorize the Town Treasurer to make payment from the Narcotic's Fund to Witmer Public

Safety Group, Inc. in the amount of \$153.00 and Enterprise Leasing Company in the amount of \$569.65.

**BACKGROUND:** The payment to Witmer Public Safety Group, Inc., in the amount of \$153.00 is for the purchase one (1) riot helmet; and the payment to Enterprise Leasing Company in the amount of \$569.65 is for rental of a vehicle for one week for Detective Paulette. Detective Paulette's service vehicle was in the shop for mechanical repairs.

### **COMMITTEE REPORTS**

**Finance and Ordinance Committee, Chairman Davis**— No report

**Personnel Committee, Chairman Reid**— No report

**Infrastructure Committee, Chairman Pairet**— Mr. Pairet requested that Mr. Spates contact Mr. Rick Youngblood to obtain an update on the Oak, High and Griffin intersection.

**Public Safety Committee, Chairman Hunter**—No report

**Town Property/Building Committee, Chairman Dwyer**—No report

### **TOWN MANAGER AND STAFF REPORTS**

Mr. Spates reported on the following items:

Mr. Spates thanked Chief Andy Ellington and Director of Public Works, Robin Atkins for all their hard work for the Heart of Virginia Festival, and he added that this year's festival was one of the best with no incidents. Mr. Spates updated Council on the pedestrian bridge project, stating that the project is moving along, and they hope to install the sidewalk going up along side Third Street onto Oak Street in the next week. He also informed Council that the Milwood Road project request for bids has been advertised and the pre-bid conference is scheduled for Thursday, May 9<sup>th</sup> at 1:00 PM. Mr. Spates said the project is expected to be finished in six (6) to eight (8) months, which includes reinstalling the traffic signal.

Mr. Spates reminded Council that the Farmville Chamber of Commerce will be hosting their annual golf tournament on Thursday, May 9<sup>th</sup> at the Farmville Municipal Golf Course. He also mentioned that the new playground equipment is being installed.

### **REQUEST TO REPLACE FOUR (4) STREETLIGHTS IN THE CRESTVIEW SUBDIVISION**

Mayor Whitus referred a request to replace four (4) streetlights in the Crestview Subdivision to the Infrastructure Committee.

**BACKGROUND:** Mr. Spates stated that he has received a request to replace four (4) streetlights in the Crestview Subdivision that were oddly placed on wooden poles. The remainder of the lights in the Crestview Subdivision are the antique decorative lights. The request is to replace the four (4) lights on wooden poles with lights matching the antique decorative lights. He stated the estimated cost to install the four LED lights would be approximately \$6,000. Mr. Spates asked Mayor Whitus to refer the request to a committee for review and recommendation.

Mr. Spates reminded Council of Longwood University's Alumni Weekend will be held May 31<sup>st</sup> – June 2<sup>nd</sup>, and that Longwood University will be doing bridge inspection on the pedestrian bridge that crosses over West Third Street on May 14<sup>th</sup> from 8:30 AM to Noon.

**AUTHORIZATION TO PLACE TWO (2) PIANOS DOWNTOWN AT THE PLAZA AND IN FRONT OF THE TOWN HALL**

Council unanimously agreed to a request on behalf of Christen Topem, Director for Longwood University Center for Community Music, to place two (2) decorative pianos downtown

**BACKGROUND:** Mr. Spates stated that he had received a request from Ms. Christen Topem, Director for Longwood University Center for Community Music, to place two (2) decorative pianos downtown – one at the Plaza and the second in front of the Town Hall. The pianos will be available for public use and the Center will be responsible for the maintenance of the pianos. The Center for Community has a program that provides music classes and lessons for people of all ages. The classes include piano, voice, violin, ukulele, flute and early childhood.

**REQUEST ADOPTION OF THE RESOLUTION OF APPRECIATION IN RECOGNITION OF JOAN PERRY BROCK**

On a motion by Mr. Hunter, seconded by Mr. Davis, and with a recorded vote with Council members Reid, Davis, Dwyer, Hunter, Vincent and Pairet voting "aye," the motion was approved to adopt the resolution of appreciation in recognition of Joan Perry Brock.

***RESOLUTION OF APPRECIATION  
IN RECOGNITION OF  
JOAN PERRY BROCK***

***WHEREAS,*** Joan Perry Brock is a distinguished member of Longwood College class of 1964; and

**WHEREAS**, Joan and her late husband, Macon Brock are recognized for their passion and commitment to higher education; and

**WHEREAS**, their commitment to civic, environmental, artistic and educational causes was recognized in 2015 by the Association of Fundraising Professionals as the nation's Outstanding Philanthropists; and

**WHEREAS**, their generous donation of 5.9 million dollars to Longwood in 2016 created the Brock Endowment for Transformational Learning, offering students a unique learning experience that enhances the next generation of citizen leaders. And also built Brocks Commons, the pedestrian walkway that joins the campus together; and

**WHEREAS**, in 2019, Joan Brock's dedication and commitment to Longwood was immeasurable with her 15 million dollar contribution, which will go toward the construction of a new convocation and events center; and

**WHEREAS**, the Joan Perry Brock Center will be a tremendous asset to Longwood University and the Town of Farmville; and

**NOW, THEREFORE BE IT RESOLVED**, resolved that the Farmville Town Council wishes to recognize Joan Perry Brock for her generosity and unrelenting support for Longwood University and the entire Farmville community.

Adopted this 8<sup>th</sup> day of May 2019, by the Farmville Town Council, Farmville, Virginia.

**BACKGROUND:** Mayor Whitus requested the Town Clerk draft a resolution of appreciation in recognition of Ms. Joan Perry Brock for her continued support of Longwood University and the recent generous donation of fifteen million dollars to be used for the construction of a new convocation and events center. Ms. Brock is a distinguished alumni of Longwood College class of 1964.

**REQUEST AUTHORIZATION TO HIRE ONE SUMMER HELP FOR THE FARMVILLE VOLUNTEER FIRE DEPARTMENT**

On a motion by Mr. Hunter, seconded by Mr. Davis, and with a recorded vote with Council members Davis, Dwyer, Hunter, Vincent, Pairet and Reid voting "aye," the motion was approved to grant the Town Manager authorization to advertise for one summer helper for the Farmville Volunteer Fire Department. The individual will work no more than 40 hours per week for the months of June and July at \$9.50 per hour.

**BACKGROUND:** Mr. Hunter, Council's representative on the Farmville Volunteer Fire Department, spoke of the challenges the Department faces during the summer months, once the college students go home. He explained that without the volunteers, the two (2) employees at the station will need assistance and need someone to fill-in when one cannot be there. Mr. Pairet questioned the requirements listed on the employment ad. Mr. Spates explained that the applicant must be a current Firefighter I and at least 21 years old. He said the Firefighter I is wanted because the person will be able to respond to fire calls, and they must be at least 21 years old. Mr. Spates added that Mr. Dickie Cralle made a \$1000 donation to the fire department because they responded to a fire call at one of Green Front Furniture buildings, and the firefighters were very professional and polite.

Mayor Whitus directed the Assistant Town Manager and Town Clerk to add an excerpt of the approved minutes in the file of the new hire. He said the excerpt of minutes will serve as documentation that Council approved the hiring of the employee.

**REQUEST AUTHORIZATION TO FILL THE POSITION OF SECRETARY FOR THE ADMINISTRATION OFFICES**

On a motion by Mr. Reid, seconded by Mr. Davis, and with a recorded vote with Council members Davis, Dwyer, Hunter, Vincent, Pairet and Reid voting "aye," the motion to authorize the Assistant Town Manager to fill the full-time position of Secretary for the Administrative Offices was approved.

The Assistant Town Manager recommended the hiring range for the Secretary position be \$30,000 to \$34,000, based on qualifications. Mayor Whitus asked that future requests include the pay grade, salary range, and proposed hiring salary when presented to Council for approval.

**BACKGROUND:** Mr. Scott Davis explained that an employee resigned the end of March to take another position elsewhere. He stated that the secretary position is in the current budget and in the proposed budget. Mr. Davis provided the Council with a list of duties for the secretary position. He said the position was listed in the newspaper with the requirements for employment, and he has received 29 applications. Mr. Pairet inquired about the cost to train the individual hired for the position. Mr. Davis responded that the cost to train is included the fees the Town charges the contractors. The Town includes the fees with the permits, then the fees are sent quarterly to the Department of Housing and Development to cover the cost of training.

**MAYOR WHITUS AND TOWN COUNCIL MEMBERS COMMENTED ON THE FOLLOWING MATTERS**

Council member Davis asked the Town Manager to place the free lunch flyer from the Farmville Prince Edward Library on the Town's website and Channel 3. He also inquired if the youth could utilize the Farmville Area Bus as transportation to the library.

Council member Hunter advised Council that he had spoken to several people about the Haynes Street Park and suggested that Council consider installing an additional basketball court instead of a playground. Mr. Hunter also inquired about the bump out that is to be installed on Vernon Street. Mr. Spates responded that he will get a timeline for the installation of the bump out.

**CLOSED SESSION –PERSONNEL AND LAND**

On a motion by Mr. Davis, seconded by Mr. Dwyer, and with all Council members voting "aye," Council went into closed session under **Section 2.2-3711.A.3** of the Code of Virginia, for discussion or consideration of the acquisition of real property for a public purpose and **Section 2.2-3711(a)(1)** of the Code of Virginia, for discussion with the Town Manager on personnel matters.

Council returned to the regular order of business.

***CLOSED MEETING CERTIFICATION***

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

MOTION: Davis

SECOND: Hunter

AYES: Dwyer, Hunter, Vincent, Pairet, Reid, and Davis

NOES: None

ABSENT DURING VOTE: Mr. Cole

ABSENT DURING MEETING: Mr. Cole

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Clerk

There being no other business, the meeting adjourned.

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David E. Whitus, Mayor

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Lisa M. Hricko, Clerk