

REGULAR WORK SESSION OF THE FARMVILLE TOWN COUNCIL
HELD ON JUNE 5, 2019

At a regular work session of the Farmville Town Council held on Wednesday, June 5, 2019, at 11:00 a.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, Ph.D.; Town Treasurer, Carol Anne Seal; Chief of Police, Andy Ellington; Administrative Assistant, Jackie Vaughan, and Town Clerk, Lisa Hricko.

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

Mayor Whitus presented the June Council agenda.

CONSENT AGENDA – no discussion

TREASURER'S REPORT – no discussion

BILLS – no discussion

BOUNDARY ADJUSTMENT UPDATE

Mr. Spates reported that Mr. Bartlett, County Administrator of Prince Edward County, had given a tentative date of Thursday, June 6, 2019, to meet with Council regarding the request for boundary adjustments, but the date has not been confirmed. Council requested the Town Manager contact Mr. Bartlett to reschedule the meeting.

PROBATION AND PAROLE EXPANSION EXPANSION UPDATE

Mr. Davis, Assistant Town Manager, reported that he had not heard back from the Department of General Services since his last report to Council in May. Mayor Whitus instructed the Assistant Town Manager to reach out to the Department of General Services to get an update on the status of their decision.

Previously, Mr. Davis, Assistant Town Manager reported that he was 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 would be amortized for ten years. 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, Assistant Town Manager, stated that he had been in contact with Mr. Ted Cole, Senior

Vice President with Davenport and Company 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.

REQUEST ADOPTION OF THE PROPOSED 2019-2020 TOWN BUDGET - Mayor Whitus stated that the public hearing on the proposed 2019-2020 Town Budget is scheduled for Wednesday, June 12, 2019, at 6:30 p.m. and Council will have a continued meeting seven (7) days after the hearing to adopt the proposed budget.

REQUEST AUTHORIZATION TO REFUND PARTIAL PAYMENT ON 2019 BUSINESS LICENSE FOR MUSASHI ASIAN CUISINE – no discussion

AUTHORIZE PAYMENT FROM THE NARCOTIC'S FUND TO WITMER PUBLIC SAFETY GROUP, INC. – no discussion

REQUEST ADOPTION OF RESOLUTION #2019-06-01 TO TRANSFER FUNDS FROM BUILDING & GROUNDS DEPARTMENT TO SPORTS ARENA DEPARTMENT – Mr. Spates reported that one of the four (4) air conditioning units at the Sports Arena had failed and needs to be replaced. He stated that the unit was installed over 42 years ago and was well over the expected useful life. The air conditioning unit had to be replaced immediately to provide adequate cooling for events held by individuals and groups that rent the facility. The Finance and Ordinance Committee had met and agreed to recommend to Council that \$7,370.00 be transferred from the line item maintenance-building in the Building and Grounds Department to the line item maintenance-sports arena in the Sports Arena Department for the purchase and installation of the new air conditioning unit.

DISCUSS ADDITIONAL TIME OFF FOR THE JULY 4TH HOLIDAY – Mayor Whitus stated that the Governor had granted state employees an additional eight (8) hours for the 4th of July holiday. He said Council at a past meeting agreed to follow the State employee holiday schedule and asked Council if they wanted to follow this change to the calendar. Mr. Davis asked if the town was closing early on the 3rd of July for the fireworks. Mr. Spates stated that town employees will work normal business hours on Wednesday, July 3, 2019.

DISCUSS CANCELLING THE WEDNESDAY, JULY 3, 2019 WORK SESSION - Mayor Whitus stated that for the past couple of years, Council has opted to cancel the July work session, and he is recommending that this year's July 3, 2019, work session be canceled.

REQUEST AUTHORIZATION TO FILL VACANT POLICE OFFICER POSITION

On a motion by Mr. Davis, 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 hiring of a non-certified officer at a starting salary of \$37,398.

BACKGROUND: Chief Andy Ellington stated that the request to fill the vacant Police Officer position is due to a recent resignation and said the current salary range for a non-certified officer is \$37,398 - \$54,281. The position is a grade 14. Chief Ellington said that he would like to hire a non-certified officer, at a starting salary of \$37,398, and with Council’s approval, he would like to promote a current Farmville Communications Dispatcher, Taylor Paige Roberts to the vacant Police Officer position. Chief Ellington informed Council that the next Basic School starts July 8, 2019, and lasts for 28 weeks. He then asked the Council if it would be possible to act on the request today, so that the new officer can attend the training starting on July 8, 2019

AUTHORIZATION TO FILL TWO (2) VACANT FULL-TIME DISPATCHER POSITIONS

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 authorize the hiring of two (2) full-time Dispatchers in Training at a starting salary of \$28,724.80, and one (1) part-time Communications Operator at \$13.81 per hour.

BACKGROUND: Mr. Spates explained that one vacant position is due to the recent resignation of a dispatcher that previously dispatched for the Longwood Dispatch Center. The Town hired this dispatcher when Longwood came online with the Farmville Communications Center. The individual did not realize the difference in job stress. He said the second vacancy is due to the individual being promoted to the position of a Police Officer with the Town. Mr. Spates stated that they are hoping to be able to find a part-time person, to fill-in as needed for approximately 10-20 hours a week, from the applicants for the full-time positions.

Mr. Spates informed Council, the Dispatcher in Training Communications Operator I salary range is \$28,724.80 - \$39,437.00 and the pay grade is 7. He said the salaries are in the budget for both the full-time positions and the part-time position.

COMMITTEE REPORTS

Town Property/Building Committee, Chairman Dwyer—No report

Public Safety Committee, Chairman Hunter—No report

Infrastructure Committee, Chairman Pairet— No report

Personnel Committee, Chairman Reid— No report

Finance and Ordinance Committee, Chairman Davis— Mr. Davis gave Council an update on the Finance and Ordinance Committee meeting held before the work session. He thanked the staff and Committee for the work put into completing the proposed 2019-2020 Town Budget. Mr. Davis stated that in addition to discussing the proposed 2019-2020 Town Budget, the Committee discussed the salary increase that was approved in this current year's budget. He informed Council that the 2% (3%) salary increase for full-time employees was not clearly defined in the minutes and did not specify whether the salary increase was merit or cost of living increase. Mr. Davis said a merit raise is based on an evaluation of a person's job performance and can determine who deserves and does not deserve an increase in salary. He stated, based on the fact that evaluations were not used to determine the employee's salary increase, he can honestly assume that the raise was meant to be a cost of living increase. Mr. Davis said the 2% (3%) salary increase was given as a merit increase and caused nine (9) employees to meet or exceed the maximum salary in their range. He said if the salary increase had been done as cost of living increase, only four (4) or five (5) employees would be at their maximum or exceed the maximum. Mr. Davis asked Council to readdress the matter, and identify the salary increase as the cost of living, so the salary ranges can be adjusted properly. He said that when the cost of living salary increase takes place, the salary ranges in the pay grade are adjusted. Mr. Davis stated that the change will affect the proposed 2019-2020 Town Budget because, in the proposed budget, there is a 2% (3%) salary increase for all full-time employees that are below their pay grade. He said those that are above their pay grade will not receive the 2% salary increase, they will receive a one time 2% bonus. Mr. Davis then asked Council members for their view on the matter. Members of the Council voiced their concerns, questions, and opinions on the matter of employees salaries.

Mayor Whitus asked each Council member to express their view on the pending matter. Mr. Dwyer stated that he did not agree with increasing the salary of someone who is already at the maximum of their pay grade. Mr. Hunter suggested that the Town wait until the classification and pay grade study is complete. He asked if the 2% increase is not given to someone, but the study shows that they should have received the increase, will the Town go back and reimburse the employee accordingly? Mayor Whitus answered that the Town will go back and do what they have to. Mr. Vincent said he would like for the compensation, classification, and pay grade study to run its course and then make adjustments as needed. Mr. Pairet stated to let the people at their maximum salary stay there and give the 2% increase to those that are within their pay grade. He

said once the study is complete, then go back and see where each employee stands. Mr. Reid asked whether the people who are over their maximum pay grade still receive the proposed bonus. Mr. Spates answered, yes. Mr. Reid said that he agrees with giving the 2% (3%) salary increase to those within their pay grade and giving a 2% (3%) bonus to those over their pay grade. Mr. Davis stated that he agreed with the recommendation he made to the Council.

Clerk's Note: Before the Council took action on the matter, the staff informed the Council that the town employee increase in the 2018-2019 town budget was 3%.

ESTABLISH THAT THE 2018-2019 TOWN BUDGET INCLUDED A 3% COST OF LIVING SALARY INCREASE

On a motion by Mr. Davis, 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 accept the recommendation of the Finance and Ordinance Committee and establish that the current year's 2018-2019 Town Budget included a 3% cost of living salary increase; and the advertised proposed 2019-2020 Town Budget stands as is, with a 2% cost of living salary increase for full-time employees within their pay grade and a one-time 2% bonus for full-time employees over their maximum pay grade.

TOWN MANAGER AND STAFF REPORTS

Mr. Spates reported on the following items:

The bids for the runway and lighting project at the airport are due to be opened on June 18, 2019, at 2:00 p.m. The project cost will be a little over 4 million dollars. The Town received a 3.5 million dollar grant from the Federal Aviation Administration (FAA). Farmville was one of two localities in Virginia to receive the grant, and it is a 100% grant for the relocation of the access road, the maintenance shed and parking lot.

The traffic signal project will begin on July 1, 2019. This is a Virginia Department of Transportation (VDOT) project. All the intersections will have battery backup, and six intersections will have new cameras, and all traffic signals will have yellow backing.

The water tank on Route 15 South will be repainted the same color as the tank on Andrews Drive. All writing will be removed and replaced with an image of the United States flag on two sides.

Mr. Scott Davis, Assistant Town Manager, reported on the following items:

There are two (2) items that will be presented to the Farmville Planning Commission at their June meeting.

One is the Helton House is seeking a Conditional Use Permit for a day program for adults, at the property/building next to Wilck's Lake. The building currently is being used for daycare and other uses. The Helton House would like to operate this new program in a separate part of the building. They would have to obtain a Conditional Use Permit because the current zoning does not have a "use" called day programs for adults.

The second is Mr. and Mrs. David Pletcher has property located on Spottswood Drive and Main Street. They are seeking to have their property line on Spottswood Drive moved for their Main Street lot.

MAYOR WHITUS AND TOWN COUNCIL MEMBERS COMMENTED ON THE FOLLOWING MATTERS

Mayor Whitus stated that he was invited to Longwood to present Ms. Joan Perry Brock, the proclamation Council had adopted honoring her for her generosity. He said Ms. Brock did not want to receive the proclamation in a public setting, but was very appreciative and wanted to convey her appreciation to Council.

CLOSED SESSION –PERSONNEL

On a 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 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

Clerk

There being no other business, the meeting adjourned.

David E. Whitus, Mayor

Lisa M. Hricko, Clerk