REGULAR MEETING OF THE FARMVILLE TOWN COUNCIL
HELD ON JULY 10, 2019

At a regular meeting of the Farmville Town Council held on Wednesday, July 10, 2019, at 7:00 p.m., in the Council Chamber of the Town Hall, located at 116 North Main Street, Farmville, Virginia, there present were Mayor David E. Whitus, presiding, and Council members D.E. Dwyer, D.L. Hunter, T.M. Pairet, A.D. Reid, J.J. Davis, and G.C. Cole.

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

Reverend Rex Williams, Pastor of the Calvary Tabernacle Church, gave the invocation, and the Pledge of Allegiance was led by Council member A.D. Reid.

The Clerk called the roll, noting Council member B.R. Vincent were absent.

PUBLIC COMMENT PERIOD

Mayor Whitus announced the public comment period.

Mr. Joe Morrisette, Mayor of the Town of Burkeville and Burkeville Chief of Police Billy Able, addressed Council thanking the Town of Farmville for the recent donation of an out of service police car.

Mr. Rick Ewing, Director for the Farmville-Prince Edward Community Library, addressed Council providing an update on the free lunch program the library is hosting this summer. Mr. Ewing stated that the library was serving an average of 35 to 50 free lunches daily, and the totals are exceeding the expected numbers. He thanked the town for the support of the program and for helping with the marketing of the free lunch program by placing the information on the town’s website, in the utility bills and channel 3.

APPROVAL OF THE CONSENT AGENDA

On a motion by Mr. Hunter, seconded by Mr. Dwyer, 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 of June 5, 2019, and the regular Council meeting of June 12, 2019, and the Reconvened Council meeting of June 27, 2019. Mr. Spates advised Council that there was one item in the draft minutes of the June 5, 2019 work session, on page 3 that needed to be amended. He said the draft
minutes incorrectly described the hiring of two (2) full-time Communications Dispatchers I at a starting salary of $28,724.80 but should have read hearing of two (2) full-time Communication Dispatchers in Training at a starting salary of $28,724.80.

**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. Carol Ann Seal, Town Treasurer, reported that she had previously provided the June Preliminary Treasurer’s Report to Council. The final June report and an annual Treasurer’s report will be given to Council by the August 14, 2019, Council meeting, which will allow her to close out the Fiscal Year 2018/2019 Fiscal Year and be able to report on any contingency and fund balance.

**AUTHORIZATION TO PAY THE BILLS**

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

**BILLS PRINTED IN MINUTE BOOK**

**BACKGROUND:** Mrs. Carol Ann Seal, Town Treasurer, reported that there was a correction of $275.00 to the bills previously sent out to Council. She advised that on page 15 of the report, the $275.00 check to Treasurer Association of Virginia was voided due to the incorrect amount written and the new total for the bills is $241,186.04. Mrs. Seal stated that a check has been reissued with the correct amount.

**UPDATE ON BOUNDARY ADJUSTMENT**

Mr. Spates stated that Mr. Wade Bartlett, County Administrator of Prince Edward County, informed him that the Prince Edward County Board of Supervisors are not interested in pursuing any boundary adjustments. He stated that citizen-initiated requests for boundary adjustments are still viable and there is still the request before Council. Mr. Cole stated that the YMCA has expressed interest in a boundary adjustment.

**UPDATE ON PROBATION AND PAROLE EXPANSION**

Assistant Town Manager, Scott Davis reported that the Director for the Department of General Services was scheduled to visit the site on July 2, 2019, to see the location, condition, and construction schedule but the visit was postponed. There is no additional information at this time.
BACKGROUND: In April, the 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.

CONTINUE THE DISCUSSIONS ON THE 2013 DELINQUENT UTILITY ACCOUNTS

On a motion by Mr. Reid, seconded by Mr. Hunter and with all Council members voting “aye,” the motion was approved to continue the discussion on the 2013 Delinquent Utility Accounts.

BACKGROUND: Mr. Spates asked Council to continue this item until the Finance and Ordinance Committee can meet to discuss the matter.

At the June 5, 2019 Finance and Ordinance Committee meeting, the Committee reviewed and discussed the delinquent utility accounts. At the June 12, 2019, Council meeting, Committee Chair, Jamie Davis, explained that in June of each year Town Council is presented a list of uncollectible accounts to write-off. As per the Virginia Code, utility accounts that are not collected after five (5) years are considered delinquent and can be written off. Mr. Davis stated that the accounts have been sent to Virginia set-off debt and are uncollectible. He said the Committee did not recommend that the accounts are written off, but instead wanted Council to review the list and discuss what action can be taken. Council requested that the Treasurer provide them with a projected write-off list for 2014, 2015, 2016 and 2017 and Mayor Whitus requested that the Council be made aware of any past due accounts before the request is made to write-off the debts.

AUTHORIZE TOWN STAFF TO WORK WITH THE PIEDMONT AREA VETERANS COUNCIL TO INSTALL THE HOMETOWN HERO BANNERS

On a motion by Mr. Reid, seconded by Mr. Hunter and with all Council members voting “aye,” the motion was approved to accept the recommendation of the Infrastructure Committee and authorize Town staff to work with the Veterans Council to install the Hometown Hero banners.

BACKGROUND: Mr. Pairet, Chairman of the Infrastructure Committee, reported that the Committee met with the Piedmont Area Veterans Council to discuss the proposed “Hometown Hero” project. The project would consist of individuals purchasing a banner in honor of someone that has served or still active in any branch of the United States military. Mr. Pairet stated that the cost of the banners, including brackets and installation, is $150.00. The banners would hang from Memorial Day to Veterans Day each year, for a total of five years per banner. He also stated that
the guidelines for the individual veterans’ banners, such as location or by person, would be established by the Piedmont Area Veterans Council. The Town of Farmville will be responsible for hanging and taking down the banners.

At the July meeting, Council referred the request on behalf of Piedmont Area Veterans Council to implement a “Hometown Hero” project to the Infrastructure Committee. The project is to honor local service members and veterans by installing banners with the veterans’ pictures on traffic signal poles throughout the town. The estimated cost, including the banner, bracket, and hardware, is about $130 each and the person requesting the individual banner will be responsible for providing a photo and paying all cost associated with the installation of the banner.

**CONTINUED - REQUEST ON BEHALF OF PIEDMONT AREA VETERANS COUNCIL TO CONSTRUCT A WATER SPRAY PARK AND A VETERAN’S MEMORIAL PARK**

Mr. Spates stated that the Piedmont Area Veterans Council is working on the plans and once completed, would present them to the Recreation Committee. Ms. Sarah Maddox, with the Piedmont Area Veterans Council, submitted a request asking the Council to consider allowing the Veterans Council to construct two projects on Town-owned property. The request stated that the Veterans Council is in the preliminary stages of developing plans for a water spray park and a veteran’s memorial park. The Veterans Council would like the proposed projects to be located in the same area as the new Lions Club playground at Wilck’s Lake. He explained that the water spray park would be constructed in a red, white, and blue theme to complement the memorial park. The projects will be fully funded by funds raised by the Veterans Council.

**ANNUAL APPOINTMENTS FOR THE TOWN OF FARMVILLE**

On a motion by Mr. Cole, seconded by Mr. Hunter, and with a recorded vote with Council members Hunter, Pairet, Reid, Davis, Cole, and Dwyer voting “aye,” the motion was approved to support the annual appointments as submitted.

**BACKGROUND:**  The annual appointments are as follows:

Town Manager - Gerald J. Spates
Chief of Police – Andy Ellington
Town Treasurer – Carol Anne Seal
Town Attorney – Gary Elder
Clerk of Council – Lisa Hricko
Equal Opportunity Counselor/ADA Coordinator – Lisa Hricko
Building Official – Phillip Moore
Fire Marshal – Phillip Moore

**APPOINTMENT OF FIRE CHIEF FOR THE FARMVILLE VOLUNTEER FIRE DEPARTMENT**

On a motion by Mr. Hunter, seconded by Mr. Davis and with a recorded vote with Council members Pairet, Reid, Davis, Cole, Dwyer, and Hunter voting “aye,” the motion was approved to support the annual appointment of Dean Farmer as Fire Chief of the Farmville Volunteer Fire Department.

**BACKGROUND:** Mr. Spates asked the Council to support his recommendation of Dean Farmer as Fire Chief and noted that he has been doing an exceptional job as Chief. Mr. Hunter concurred and added that Mr. Farmer’s dedication and commitment to the Fire Department has made a positive impact on the Department’s daily operations.

**REQUEST AUTHORIZATION TO ADVERTISE 2019-2020 TOWN COUNCIL MEETING DATES**

On a motion by Mr. Davis, seconded by Mr. Cole and with all Council members voting “aye,” the motion was approved to authorize advertisement of the 2019-2020 Town Council meeting dates.

- July 10, 2019
- August 14, 2019
- September 11, 2019
- October 9, 2019
- November 13, 2019
- December 11, 2019
- January 8, 2020
- February 12, 2020
- March 11, 2020
- April 8, 2020
- May 13, 2020
- June 10, 2020

Council meetings are held in the Council Chamber on the second floor of the Town Hall, at 116 North Main Street, Farmville Virginia, at 7:00 pm, unless otherwise scheduled.
Council work sessions are held the first Wednesday of each month in the Council Chamber of the Town Hall at 11:00 am – Town Hall address listed above.

**REQUEST COUNCIL’S SUPPORT IN THE MAYOR’S 2019-2020 COMMITTEE APPOINTMENTS**

On a motion by Mr. Pairet, seconded by Mr. Hunter and with all Council members voting “aye,” the motion was approved to support the Mayor’s 2019-2020 Committee Appointments.

**2019-2020 COUNCIL STANDING COMMITTEES**

- **Finance and Ordinance** – Jamie Davis, Chairman, Donald Hunter, and Greg Cole
- **Public Safety** – Donald Hunter, Chairman, Tommy Pairet and Jamie Davis
- **Personnel** – Chuck Reid, Chairman, Donald Hunter, and Greg Cole
- **Infrastructure** – Tommy Pairet, Chairman, Brian Vincent, Jamie Davis, and Dan Dwyer
- **Town Property/Building** – Dan Dwyer, Chairman, Chuck Reid, and Brian Vincent
- **Parks/Recreation** – Brian Vincent, Chairman, Donald Hunter, and Dan Dwyer

**SPECIFIC COMMITTEES**

- **Library Committee** – Mr. Hunter and Mr. Vincent
- **Moton Museum** – Mr. Reid
- **FERN Committee** – Mr. Dwyer
- **Boundary Adjustment Committee** – Mr. Reid, Chairman, Mr. Davis, and Mr. Pairet

**REQUEST ADOPTION OF CODE OF ETHICS, AND CONDUCT AND ETHICS PLEDGE**

On a motion by Mr. Davis, seconded by Mr. Hunter and with a recorded vote with Council members Reid, Davis, Cole, Dwyer, Hunter, and Pariet voting “aye,” the motion was approved to adopt the Code of Ethics and Conduct and Ethics Pledge.

**BACKGROUND:** In 2016, the Ethics Committee established a Code of Ethics and Conduct and Ethics Pledge. The Committee recommended that the Council annually review and adopt both the Code of Ethics and Conduct and Ethics Pledge.

**AUTHORIZE PAYMENT FROM THE NARCOTIC’S FUND TO WITMER PUBLIC SAFETY GROUP, INC.**

On motion by Mr. Davis, seconded by Mr. Cole and with a recorded vote with Council members Davis, Cole, Dwyer, Hunter, Pairet and Reid voting “aye,” the motion was approved to authorize the Town Treasurer to issue payment from the Narcotic’s Fund to Witmer Public Safety Group, Inc. in the amount of $6.00.
BACKGROUND: The invoice for $6.00 is for one tactical shirt that was returned to Witmer Public Safety for a larger size, and there was a charge for the price difference for the larger size.

AUTHORIZE REFUND OF PARTIAL PAYMENT ON 2019 BUSINESS LICENSE FOR FARMVILLE PHARMACY

On a motion by Mr. Cole, seconded by Mr. Hunter and with a recorded vote with Council members Cole, Dwyer, Hunter, Pairet, Reid and Davis voting “aye,” the motion was approved to authorize the Town Treasurer to refund Farmville Pharmacy $3,100.14 on their 2019 Business License provided their 2019 business personal property tax is paid.

BACKGROUND: Mrs. Seal reported that the former Farmville Pharmacy, located at 308 South Main Street, has changed ownership effective June 15, 2019. Mr. Kim Scott is due a partial refund of $3,100.14 on the 2019 Business License provided his 2019 business personal property tax is paid. Mrs. Seal stated the new owner has purchased their license and will be operating as a convenience store named The Spot.

AUTHORIZE PAYMENT FROM THE NARCOTIC’S FUND TO PIEDMONT REGIONAL DRUG AND TASK FORCE

On a motion by Mr. Dwyer, seconded by Mr. Reid and with a recorded vote with Council members Dwyer, Hunter, Pairet, Reid, Davis and Cole voting “aye,” the motion was approved to authorize the Town Treasurer to issue payment of $3,000 from the Narcotic’s Fund to the Piedmont Regional Drug and Task Force

BACKGROUND: The $3,000 is the Town of Farmville’s annual payment to the Piedmont Regional Drug and Task Force.

AUTHORIZATION TO ADVERTISE FOR A PUBLIC HEARING

On a motion by Mr. Davis, seconded by Mr. Cole and with all Council members voting “aye,” the motion was approved to authorize the advertisement of a public hearing to be held on Wednesday, August 14, 2019 at 6:30 p.m., on the rezoning request on behalf of David and Sunae Pletcher and the conditional use permit on behalf of the Helton House, Inc.

BACKGROUND: On June 26, 2019, the Planning Commission held a public hearing and agreed to recommend the Council approve the following:

A rezoning request on behalf of David and Sunae Pletcher to rezone a portion of their property located at 1406 South Main Street from Residential District R-1 to Business District B-4. And, a conditional use permit on behalf of the Helton House, Inc to allow them to operate a day
support program in an area of the building located at 1713 West Third Street. The property is in Business District B-3, which requires a conditional use permit. The day support program is for adults with intellectual deficits.

**REQUEST TO BLOCK OFF A PORTION OF HILL STREET**

On a motion by Mr. Reid, seconded by Mr. Hunter and with all Council members voting “aye,” the motion was approved to grant permission to Mr. William Johnson, Jr. to block off a portion of Hill Street, from Irvin to Barrow Street on Saturday, August 31, 2019 from 12:00 p.m. to 6:00 p.m. for the Farmville All-Stars Baseball Team Annual Reunion.

**BACKGROUND:** Mr. William Johnson, Jr. submitted a request to block off a portion of Hill Street, from Irvin to Barrow Street on Saturday, August 31, 2019, from 12:00 noon to 6:00 p.m. for the Farmville All-Stars Baseball Team Annual Reunion. Mr. Spates stated this is an annual event.

**AUTHORIZE TO AWARD BID FOR THE PURCHASE OF A BACKWASH PUMP FOR THE WATER TREATMENT PLANT**

On a motion by Mr. Cole, seconded by Mr. Hunter and with a recorded vote with Council members Hunter, Pairet, Reid, Davis, Cole and Dwyer voting “aye,” the motion was approved to accept the recommendation of the Town Manager and award the bid for the purchase of backwash pumps at the Water Treatment Plant to Sydnor Hydro, with the price not to exceed their bid price of $119,500.

**BACKGROUND:** Mr. Spates advised Council that the backwash pumps for the new filters that were installed at the Water Treatment Plant need to be replaced. He stated that the engineer had to design the pump because of concerns of potential damage to the filters if a too strong pump was installed. Mr. Spates said that $139,000 was allocated in the new budget to replace the backwash pumps and the low bid was Sydnor Hydro at $119,500. The bids were handled by B&B Consultant.

**EMPLOYEE TRANSFER**

On a motion by Mr. Dwyer seconded by Mr. Davis and with all Council members voting “aye,” the motion was approved to accept the recommendation of the Town Manager and grant the transfer of the Public Works employee to the meter reader position, at his present salary.

**BACKGROUND:** Mr. Spates stated that there is a current full-time employee that is interested in transferring to the vacant Meter Reader position. The meter reader position is an increase in
paygrade for the employee, but due to the number of years the employee has worked for the Town, his salary is $35,048.83, which is more than the starting salary for the meter reader position.

**AUTHORIZATION TO AWARD THE CONTRACT FOR THE CLASSIFICATION AND COMPENSATION PLAN STUDY**

On a motion by Mr. Davis, seconded by Mr. Pairet and with a recorded vote with Council members Pairet, Reid, Davis, Cole, Dwyer and Hunter voting “aye,” the motion was approved to accept the recommendation of the Town Manager and Assistant Town Manager and award the contract on the classification and compensation plan study, as presented and grant the Town Manager authorization to sign the necessary documents.

**BACKGROUND:** Mr. Scott Davis, Assistant Town Manager, informed the Council that five (5) companies respond to the request for bids. All companies were interviewed by himself and Mr. Spates. The cost range for the project was from $36,500 to $83,250. He said they are recommending Council award the contract to Paypoint HR at the cost of $36,500.

**REQUEST BY MRS. FAYE GREEN TO RENAME THE BLUEWAY ON BEHALF OF MR. LEE WOODRUFF**

Mr. Pairet, Chairman of the Infrastructure Committee, requested that the matter be continued until next month.

Background: Mrs. Faye Green submitted a request for the Council to consider renaming the Blueway on behalf of Mr. Lee Woodruff. The Infrastructure Committee met on July 2, 2019, to discuss Mrs. Green’s request and the suggestion of naming the boat launch in Mr. Lee Woodruff’s honor.

**COMMITTEE REPORTS**

**Parks/Recreation Committee, Chairman Cole** – Mr. Cole stated that the installation of the new Lions Club playground is complete. The dedication is scheduled for August 17, 2019, and he expressed his appreciation to town staff for installing the playground equipment. Mr. Cole said the playground is beautiful and will be a great asset to the town. Mr. Dwyer spoke of his admiration of the Lions Club in their raising of funds to build such a playground.

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

**Personnel Committee, Chairman Reid**— Mr. Reid stated that the Town Manager’s evaluation will be given at the August Council meeting.

**Infrastructure Committee, Chairman Pairet**— No report.
Public Safety Committee, Chairman Hunter—No report.

Town Property/Buildings – No report.

**TOWN MANAGER REPORTS**

Mr. Spates reported on the following items:

- Thanked the Public Works Department staff for the work on the installation of the playground. He reiterated the dedication date of August 17, 2019. He also thanked Chief Andy Ellington, Robin Atkins, Director of Public Works and Dean Farmer, Fire Chief for their help with the Fireworks After Dark Fourth of July Celebration.

- There is a preconstruction conference for the Milnwood Road project on July 17, 2019, at 1:30 p.m., in the Town Manager’s Office. Dominion Power will begin relocating their poles within the next few weeks.

- Public Works Department will be working on a water leak on South Main Street tonight beginning at 8:00 p.m., in front of the high-rise buildings.

- The Veterans are having a dedication of their flagpole on Sunday, July 21, 2019, at their office located at 720 Longwood Avenue.

- Robin Atkins, Director of Public Works, commented that the new Lions Club playground is a great addition to the town, and the pedestrian bridge project on West Third Street is scheduled to be completed by the second or third week of August.

Chief Andy Ellington mentioned the following items:

- The second Advance Citizen Academy will begin on Thursday, July 11, 2019.

- The Police Department will be joining Sweet Frogs yogurt shop on August 1, 2019, from 1:00 p.m. to 4:00 p.m. for “Yogurt With The Police,” and 20% of the sales will be donated to the community policing fund.

- National Night Out will be held on Tuesday, August 6, 2019.

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

Mr. Pairet thanked Robin Atkins and the staff at Public Works for assisting him in removing brush from his property.

**CLOSED SESSION – CONTRACTS**
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.29 of the Code of Virginia for the discussion of the award of a public contract involving the expenditure of public funds, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

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 “ayes,” 0 “noes.”

MOTION: Davis SECOND: Hunter

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

NOES:

ABSENT DURING VOTE: Mr. Vincent

ABSENT DURING MEETING: Mr. Vincent

Clerk

AID TO THE PRINCE EDWARD VOLUNTEER RESCUE SQUAD

On a motion by Mr. Davis, seconded by Mr. Hunter and with a recorded vote with Council members Dwyer, Hunter, Pairet, Reid, Davis and Cole voting "aye," the Farmville Town Council agrees to waive the water, sewer, and sanitation fee and to provide up to $50,000 for parts and
materials to repair/service the vehicles for the Prince Edward Volunteer Rescue Squad for the fiscal year 2019-2020. The $50,000 is to be transferred from the contingency fund.

The equipment is to be brought to the shop for evaluation. If it is something that the mechanics can repair, the equipment will be serviced at the Town Shop. If it is determined by the Town mechanics that the repair requires a vendor’s service, then the town will send the equipment to a service shop.

All costs for parts and materials associated with repairs performed by the Town mechanics will be recorded, along with any costs related to offsite repairs. Once the $50,000 is reached, the Prince Edward Volunteer Rescue will be billed by the Town of Farmville.

Town Council directed staff to meet with representatives of the Prince Edward Volunteer Rescue Squad and inform them of the Council’s offer. Staff was directed to provide the Town Council with a monthly report on the expenditures.

The above action is in addition to the 2019-2020 budgeted funds of $30,000 designated for the Prince Edward Volunteer Rescue Squad to aid in the hiring of a Director.

There being no other business, the meeting adjourned.

APPROVED:                        ATTEST:

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