REGULAR WORK SESSION OF THE FARMVILLE TOWN COUNCIL  
HELD ON SEPTEMBER 4, 2019

At a regular work session of the Farmville Town Council held on Wednesday, August 7, 2019, at 11:00 a.m., in the Council Chamber of the Town Hall, located at 116 North Main Street, Farmville, Virginia, present were Mayor David E. Whitus, presiding, and Council members D.E. Dwyer, D.L. Hunter, B.R. Vincent, T.M. Pairet, A.D. Reid, J.J. Davis, and G.C. Cole.

Staff present were Interim Town Manager, C. Scott Davis; Chief of Police, Andy Ellington; Fire Chief, Dean Farmer; Administrative Assistant, Jackie Vaughan, and Town Clerk, Lisa Hricko.

Mayor Whitus called the meeting to order.

The Town Clerk called the roll, noting Council member Greg Cole absent.

Mayor Whitus set aside the September Council agenda to go into closed session. Council member Greg Cole arrived at the meeting during Closed Session.

CLOSED SESSION – LEGAL

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.7 of the Code of Virginia, for briefings by legal counsel on specific legal matters requiring the provision of legal advice by counsel.

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: Seven
MOTION:    Davis                                                   SECOND:   Hunter
AYES:  Dwyer, Hunter, Vincent, Pairet, Reid, Davis and Cole
Council returned to the regular order of business and Mayor Whitus presented the September Council agenda.

CONSENT AGENDA—no discussion

TREASURER’S REPORT—no discussion

BILLS—no discussion

BOUNDARY ADJUSTMENT UPDATE—no discussion

PROBATION AND PAROLE EXPANSION UPD—no discussion

UPDATE ON WRITE-OFF 2013 DELINQUENT UTILITY ACCOUNTS—no discussion

REQUEST ON BEHALF OF PIEDMONT AREA VETERANS COUNCIL TO CONSTRUCT A WATER SPRAY PARK AND A VETERANS MEMORIAL PARK—no discussion

AUTHORIZE THE PURCHASE OF A 2019 DODGE 4X4 PICKUP FOR THE POLICE DEPARTMENT

On the motion by Mr. Hunter, seconded by Mr. Reid, and with a recorded vote with Council members Dwyer, Hunter, Vincent, Pairet, Reid, Davis and Cole voting “aye,” the Council authorized the purchase of a 2019 Dodge 4x4 pick-up truck under the Virginia Sheriff’s Association contract for $23,895.00. The Town Treasurer was authorized to purchase the pick-up using $15,000.00 from budgeted funds allocated for the purchase of new police cars and $10,395.00 from Asset Forfeiture Funds. From the Asset Forfeiture, $8,895.00 will go towards the purchase of the truck and $1,500.00 for outfitting, lights, and radio.

BACKGROUND: Chief Andy Ellington spoke of the condition of the police vehicle that needed to be replaced, and the extensive repairs that have been done on the vehicle. He stated the contract price of $23,895.00 is guaranteed until tomorrow at 5:00 p.m. because its last day an agency can order a Dodge 2019.

AUTHORIZATION TO PROMOTE DISPATCHER FROM TRAINEE TO COMMUNICATION OPERATOR I
On the motion by Mr. Vincent, seconded by Mr. Davis, and with a recorded vote with Council members Hunter, Vincent, Pairet, Reid, Davis, Cole and Dwyer voting “aye,” the motion was approved to accept the recommendation of the Director of the 911 Communications and promote Melanie Smith to a Communications Operator I at an hourly rate of $15.20.

**BACKGROUND:** The Interim Town Manager explained that past practice has been that after a Communications Trainee has completed all the training requirements, the dispatcher is promoted to a “Communications Operator I” and receives an increase.

**GRANT THE TOWN TREASURER AUTHORIZATION TO USE $100,000.00 FROM THE RESTRICTED MOTTLEY LAKE FUND TO MAKE THE ANNUAL WILCK’S LAKE PAYMENT – no discussion**

**ADOPT RESOLUTION 2019-09-02 AUTHORIZING THE TOWN TREASURER TO TRANSFER FUNDS – no discussion**

**REQUEST AUTHORIZATION TO ADVERTISE A PUBLIC HEARING ON AMENDING THE 2019-2020 TOWN BUDGET**

Mr. Davis, Interim Town Manager, explained that the Town Treasurer had closed out the 2018-2019 fiscal year Town Budget. The 2019-2020 Town Budget needs to be amended add the contingencies from 2018-2019 Town Budget. Town Council will need to hold a public hearing to amend the budget.

**REQUEST AUTHORIZATION TO ADVERTISE AND FILL THE THREE (3) VACANT POSITIONS IN THE PUBLIC WORKS DEPARTMENT – no discussion**

**REQUEST AUTHORIZATION TO ADVERTISE FOR LETTERS OF INTEREST ON FILLING THE UNEXPIRED TERM OF THE AT-LARGE SEAT ON THE FARMVILLE PLANNING COMMISSION – no discussion**

**REQUEST AUTHORIZATION TO ADVERTISE A PUBLIC HEARING ON THE MARTIN’S REQUEST FOR A CONDITIONAL USE PERMITS**

Mr. Davis, Interim Town Manager stated the Martin’s are seeking three (3) conditional use permits. The locations are 504 High Street, 510 High Street and for a vacant parcel. The Martin’s plan to renovate the 504 and 510 High Street properties and to construct a multi-family dwelling on the vacant parcel. The Planning Commission held a public hearing last week and recommended the approval of the three (3) conditional use permits with the condition that a cross-parking and access easement be recorded on each parcel.
AUTHORIZE INTERIM TOWN MANAGER TO SIGN LEASE AGREEMENT

Mr. Davis, Interim Town Manager, stated Pearson Construction is the contractor on the Main and Milnwood project. They are interested in leasing the old Simpson Tax building at Wilck’s Lake to use as a temporary local office, during the project. Mr. Davis, Interim Town Manager said Pearson Construction plans to do some minor repairs that are needed to the building and will be responsible for all costs associated with occupying the building, such as electricity, water, and sewer. The Interim Town Manager clarified that there is no rent included in the lease agreement.

REQUEST ADOPTION OF THE TOWN OF FARMVILLE FINANCIAL POLICIES

Mr. Davis, Interim Town Manager explained that he and Town Treasurer, Carol Anne Seal have been working on the proposed financial policies for over a year. The policies have been reviewed by Davenport, the Town’s financial advisors, and the current auditors, both firms believe the policies are ready to be presented to Council for approval. Council member Davis requested that each member of Council review the proposed policies for comments and questions.

INTERIM TOWN MANAGER AND STAFF REPORTS

Mr. Davis, Interim Town Manager reported on the following matters:

• A group of airstream owners would like to host “Silver in the Streets.” The location for the event would be the parking lot beside Green Front and Charley’s Waterfront Café. The group anticipates approximately 25 airstreams for a weekend in October. Mr. Davis, Interim Town Manager, stated the initial contact was with Mr. Spates before he retired. Mr. Davis, Interim Town Manager said he plans to follow up with the business owners to ensure they are in agreement with the location of the event.

• Longwood University has contacted Coes Tree Service to remove a large tree that has been damaged. Coe Tree Service plans to partially block High Street on Saturday, from 7:00 a.m. to 3:00 p.m. and they will have two (2) flaggers to help with traffic.

• Longwood University’s admission building project is ready for parking to resume on Beech Street. Past discussions were to install metered parking on one side of the street. Mr. Davis, Interim Town Manager stated Robin Atkins, Director of Public Works and himself are recommending that the Town allow Longwood University to place six (6) angled parking spaces on the same side of the street as the Methodist Church. Mayor Whitus referred the matter to the Infrastructure Committee for their recommendation to Town Council.
• On numerous occasions area volunteer fire departments fill their tanker trucks from town hydrants, and this has been an authorized practice when there is an emergency. Depending on the location of the fire hydrant, the withdrawal of the water can cause residents tap water to be brown in some areas of town. Council members discussed this matter and directed to Interim Town Manager to notify Fire Chiefs to use the fire hydrant located behind the Farmville Volunteer Fire Station unless it was an emergency.

There being no other business, the meeting adjourned.

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