REGULAR MEETING OF THE FARMVILLE TOWN COUNCIL  
HELD ON SEPTEMBER 11, 2019

At the regular meeting of the Farmville Town Council held on Wednesday, September 11, 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, B.R. Vincent, T.M. Pairet, J.J. Davis, A.D. Reid, and G.C. Cole.

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

Mayor Whitus called the meeting to order, announcing that the meeting will begin with a moment of silence in remembrance of the nearly 3,000 people that died on this date 18 years ago. The meeting returned to the regular order of business.

Mayor Whitus welcomed guests and announced that Reverend Tom Robinson, with the Farmville Presbyterian Church, would provide the invocation followed by the Pledge of Allegiance led by Vice Mayor Reid.

PUBLIC COMMENT PERIOD

Mr. Floyd Duffey, a resident of 306 Randolph Street, Farmville, VA appeared before Council. He said he was present to speak on the loud noise continuously coming from the North Street Press Club in the evening and early morning hours. Mr. Duffey said he is aware that the Town has a noise ordinance, but stated the loud music goes on well after 11:00 p.m. He has spoken to the owners and has called the Police Department multiple times, even invited officers into his home so they can hear how loud the music is. He has difficulty sleeping, his grandchildren have been woken in the middle of the night, intoxicated patrons hollering at 2:00 a.m., trash, and cigarette butts are being left in his yard. Mr. Duffey stated that he would like to be a “good neighbor,” but he would like to be able to sleep, and nothing is being done.

Chief Ellington stated that he was aware that there was a problem and has spoken with the owners. Mr. Duffey noted the problem is ongoing, he has stopped calling because he didn’t want to tie up an officer’s time. Chief Ellington said he would look into the matter and encouraged Mr. Duffey to continue to call the Police Department, so they would have documentation of the issue.
Ms. Jen Cox, Director of Local & Community Relations of Longwood University, provided Town Council with an update on events taking place on campus.

- The freshman class is smaller this year compared to the recent average, stating the enrollment is down due to Virginia Tech enrolling an additional 1500 students;
- The university has also seen a decline in fifth-year seniors, which means students are graduating in four years.
- The overall admission is a bit smaller than last year and is not uncommon for colleges to experience.

Ms. Cox provided the Council with a handout of upcoming events taking place and noted that on October 12 and November 16 of 2019, Farmville can expect to see an additional 800 to 1,000 visitors in town.

Mrs. Chelsey Whitus, Program Manager of Farmville Downtown Partnership, reported on upcoming events:

- October 5, 2019, is the High Bridge Half Marathon and 5K Run;
- November 22, 2019, is the Holiday Tree Lighting, which kicks off the holiday shopping season;
- The Virginia Department of Housing and Community Development Main Street has been impressed with the town and has selected Farmville as the location for two training opportunities. The first event will take place on October 16, 2019, and the Executive Director Retreat will be held on January 28 through January 30, 2020.

Mrs. Vicky Page, with the Friends of the Barbara Rose Johns Farmville-Prince Edward Community Library, addressed the Council. Mrs. Page informed members that the Friends of the Library will be hosting two of their most significant funds raising events in the coming weeks, the Fall Book Sale and their Fifth Annual Harvest Moon & Chocolate Gala. The gala will take place on October 11, 2019, tickets are available for purchase at the library. The proceeds are used to support children’s programming.

**REQUEST APPROVAL OF THE CONSENT AGENDA**

On the motion by Mr. Hunter, seconded by Mr. Dwyer and with all Council members voting “aye,” the consent agenda was approved.
The consent agenda included the draft minutes of the work session of August 7, 2019, the regular Council meeting of August 14, 2019, and the Special Called Council meeting of August 26, 2019.

**REQUEST APPROVAL OF THE TREASURER’S REPORT**

On the motion by Mr. Davis, seconded by Mr. Reid and with all Council members voting “aye,” the Treasurer’s Report was approved as submitted.

Mrs. Seal, Town Treasurer, provided an overview of the report.

**REQUEST AUTHORIZATION TO PAY THE BILLS**

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

**UPDATE ON THE REQUEST FOR BOUNDARY ADJUSTMENT**

Mr. Davis, Interim Town Manager, reported that he will be meeting with Mr. Bartlett, County Administrator, of Prince Edward County, and the voluntary boundary adjustment will be one of the topics for discussion. He also stated that he would also schedule a meeting with the new Cumberland County Administrator.

**UPDATE ON PROBATION AND PAROLE**

Mayor Whitus stated discussions will be held during closed session.

**CONTINUE – NOISE ORDINANCE**

Mayor Whitus stated this matter is presently before the Finance and Ordinance Committee. Mr. Davis, Interim Town Manager, informed the Council that Mr. Elder, Town Attorney has prepared a draft noise ordinance that will be presented to the Committee for their review at Finance and Ordinance Committee later this month.

Mayor Whitus asked if a date had been set for the unveiling of the veteran banners. Mr. Davis, Interim Town Manager, reported that he would be meeting with Ms. Sarah Maddox on September 20, 2019, regarding the splash park and Veterans Memorial Park. Thus, and he would follow-up on the veterans banners.

**GRANT THE TOWN TREASURER AUTHORIZATION TO USE $100,000.00 FROM THE RESTRICTED MOTTLEY LAKE FUND TO MAKE THE ANNUAL WILCK’S LAKE PAYMENT**
On the motion by Mr. Davis, seconded by Mr. Hunter and with a recorded vote with Council members Dwyer, Hunter, Vincent, Pairet, Reid, Davis, and Cole voting “aye,” the Council granted the Town Treasurer authorization to use $100,000.00 from the restricted Mottley Lake account for the annual Wilck’s Lake payment.

**BACKGROUND:** The Town Treasurer stated she must have the Council’s approval to transfer funds from a restricted account. In the past, annually the Council has authorized the use of $100,000.00 from the Mottley Lake restricted account for the annual Wilck’s Lake payment.

**REQUEST ADOPTION OF RESOLUTION 2019-09-02 AUTHORIZING THE TOWN TREASURER TO TRANSFER FUNDS FROM THE SET-ASIDE ACCOUNT AND THE SEWER FUND TO THE GENERAL FUND**

On the motion by Mr. Cole, seconded by Mr. Vincent and with a recorded vote with Council members Dwyer, Hunter, Vincent, Pairet, Reid, Davis, and Cole voting “aye,” the Council adopted Resolution 2019-09-02 authorizing the Town Treasurer to transfer funds from the Set-Aside Account and the Sewer Fund to the General Fund.

**RESOLUTION # 2019-09-02**

To amend the General Fund and Sewer Fund under the Unrestricted Funds Account and the Set Aside Account under the Restricted Funds Account for the fiscal year beginning July 1, 2019, and ending June 30, 2020. To transfer funds in the aggregate amount of $1,790,538.82 from the Set Aside Account and Sewer Fund to the General Fund, which consists of $1,340,538.82 from the Set Aside Account to the General Fund and $450,000.00 from the Sewer Fund to the General Fund. The purpose of the transfer is to reimburse the appropriation from the General Fund in the amount of $1,340,538.82, a portion of the yearly bond payment and the remaining funds, $450,000.00 to provide sufficient cash flow through November.

THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF FARMVILLE:

1. That a transfer of funds in the aggregate amount of $1,790,538.82 from the Set Aside Account and Sewer Fund to the General Fund, be and is hereby authorized for the purpose of reimbursement from an appropriation in the General Fund in the amount of $1,340,538.82, a portion of the yearly bond payment and the remaining funds, $450,000.00, to provide sufficient cash flow through November.

2. That this resolution shall be in full force and effect upon its passage.
**BACKGROUND:** Mrs. Seal, Town Treasurer, stated the purpose of the transfer is to reimburse the appropriation from the General Fund of $1,340,538.82 from the Set-Aside Account for a portion of the yearly bond payment and $450,000.00 from the Sewer Fund to provide sufficient cash flow through November. She added that in October, November, and December the Town deposits $100,000.00 monthly in the Set-Aside Account and in January through September, $150,000.00 monthly is deposited in the Set-Aside Account.

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

On the motion by Mr. Dwyer, seconded by Mr. Davis and with all Council members voting “aye,” the Council authorized advertisement of a public hearing on amending the 2019-2020 Town Budget.

**BACKGROUND:** Mrs. Seal informed the Council that the Town’s 2018-2019 Fiscal Year Budget has closed out and the 2019-2020 Town Budget needs to be amended to carry over the contingencies.

- General Fund Contingency: $331,165.07
- Water Fund: $28,526.49
- Sewer Fund: $190,024.79
- Transportation Fund: $124,869.74
- Grand Total of Contingencies: $674,586.09

**REQUEST AUTHORIZATION TO ADVERTISE AND HIRE THREE (3) FULL-TIME POSITIONS FOR THE PUBLIC WORKS DEPARTMENT**

On the motion by Mr. Reid, seconded by Mr. Davis and with all Council members voting “aye,” the Council authorized advertisement and hiring of three (3) full-time positions in the Department of Public Works at the starting salary of the paygrade. The positions are as follows: two (2) vacant positions in the Water and Sewer Construction/Maintenance Department for a Laborer I or Laborer II, and one (1) vacant position in the Street Maintenance Department for a Laborer I or Laborer II. Laborer I is classified as a paygrade 5 with a salary range of $12.22 - $17.77 per hour; a Laborer II is a paygrade 7 with a salary range of $13.72 - $19.92 per hour. The Council supported the hiring of the vacant positions at a Laborer II, at a paygrade 7 if the candidate had experience and a CDL license.

**BACKGROUND:** Mr. Atkins, Director of Public Works, stated the positions have been vacant for some time due to transfers or resignations. A Laborer II has a CDL and is an Equipment
Operator, which means the person would also be able to operate a spreader and plow during times of snow.

**REQUEST AUTHORIZATION TO ADVERTISE FOR LETTERS OF INTEREST IN FILLING THE UNEXPIRED TERM OF THE AT-LARGE SEAT ON THE FARMVILLE PLANNING COMMISSION**

On the motion by Mr. Vincent, seconded by Mr. Reid and with all Council members voting “aye,” the Council authorized advertisement for letters of interest from community residents interested in filling the unexpired term of Dr. Chuck Ross on the Farmville Planning Commission. Chuck Ross held one of the At-Large seats, with a term ending on June 30, 2022.

**BACKGROUND:** Mr. Davis, Interim Town Manager, informed the Council that Dr. Ross had resigned, saying he was taking a step back from some commitments. The Town Manager stated that Dr. Ross said that if at a future date and circumstances permitted, he would like to be considered for a vacant position.

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

On the motion by Mr. Cole, seconded by Mr. Davis and with all Council members voting “aye,” the Council accepted the recommendation of the Farmville Planning Commission and authorized advertisement of a public hearing on the Martin’s request for conditional use permits.

**BACKGROUND:** Mr. Davis, Interim Town Manager, provided the Council with a summary of the Farmville Planning Commission’s August 28, 2019, public hearing and the Commission’s recommendation to Town Council. He stated the Martins are applying for three (3) conditional use permits. Two are for renovating single-family structures to multi-family dwellings which would consist of three (3) dwelling units within the structure with each unit not having more than three (3) bedrooms, and only three (3) unrelated people residing in each dwelling unit. The third conditional use permit is a vacant parcel. The request is to construct a multi-family dwelling consisting of three (3) dwelling units with each unit not having more than three (3) bedrooms, and only three (3) unrelated people residing in each dwelling unit. The Farmville Planning Commission agreed to recommend Town Council grant the three (3) requests for conditional use permits with the condition that cross-parking and access easements be recorded on five (5) parcels.
AUTHORIZE THE INTERIM TOWN MANAGER TO SIGN THE LEASE AGREEMENT BETWEEN THE TOWN OF FARMVILLE AND PEARSON CONSTRUCTION

On the motion by Mr. Cole, seconded by Mr. Hunter and with a recorded Dwyer, Hunter, Vincent, Pairet, Reid, Davis, and Cole voting “aye,” the Council granted Mr. Davis, Interim Town Manager, authorization to sign the Commercial Lease Agreement between the Town of Farmville and Pearson Construction, Inc. for the property located at 1611 West 3rd Street, in Farmville.

BACKGROUND: Mr. Davis, Interim Town Manager, stated that Pearson Construction is the contractor for the Main and Milnwood project. They will be using the building at Wilck’s Lake as a construction office during the project. Pearson Construction will pay all utilities, which includes water, sewer and electric and also cover insurance. A member questioned if there would be a monthly rental fee, and the Interim Town Manager stated no.

REQUEST ADOPTION OF THE TOWN OF FARMVILLE FINANCIAL POLICIES

On the motion by Mr. Davis, seconded by Mr. Cole and with a recorded vote with Council members Dwyer, Hunter, Vincent, Pairet, Reid, Davis, and Cole voting “aye,” the Council adopted the “Town of Farmville Virginia Financial Management Policies,” as presented to Town Council.

BACKGROUND: Mr. Davis, Interim Town Manager, spoke of the process the town undertook in drafting the proposed financial policies and highlighted some of the vital components. He discussed the “Fund Balance Policy” and the importance of the Town establishing and maintaining a minimum “unassigned” fund balance of 10% of the Town’s General Fund budget with the desired goal of 12%. He mentioned the “Debt Management Policy,” and the importance of the ratio of General Fund supported long-term debt to real estate assessed value should not exceed 3%. The Town of Farmville’s rate is 1.66%. Equally as important is the ratio of General Fund supported debt service expenditure, as a percent of governmental fund expenditures should not exceed 10%. The Interim Town Manager reported that in this area the town is at 10.80%, exceeding the ratio slightly. He added that the policies also address if the Town exceeds the policy requirements. Staff may request an exception from Town Council stating the reason and length of time. The request for exception does give the Town some flexibility; however, the request for the exception must be brought before the Council, which addresses accountability and responsibility. Mr. Davis, Interim Town Manager also spoke on the Town’s
“Investment Policy,” and stated he would highly recommend that Town Council consider investing some money in liquid investments that aren’t risky.

**COMPREHENSIVE PLAN GOALS AND STRATEGIES**

On the motion by Mr. Davis, seconded by Mr. Hunter and with all Council members voting “aye,” the Council accepted the proposed Comprehensive Plan Goals and Strategies – 2020 as recommended by the Farmville Planning Commission.

**BACKGROUND:** The Interim Town Manager reported that the Farmville Planning Commission reviewed the draft goals and strategies prepared by the Berkley Group and they have recommended a few additions based on their review of the town and what should be added. He said he has no issues with what the Planning Commission has asked to include.

**INTERIM TOWN MANAGER AND STAFF REPORTS**

Mr. Davis, Interim Town Manager, updated Town Council on several projects. Including the following:

- **Milwood and Main project**—the Notice to Proceed should be issued on Monday, September 16, 2019, Pearson Construction plans to begin using the building at Wilck’s Lake on Monday, September 16, 2019.

- **Pedestrian Bridge project**—meeting with contractor on Friday, September 20, 2019, to discuss finances and anticipates a final walkthrough following the meeting.

- **Updated the Council on the Compensation and Classification Study.** He stated it was suggested by Dr. Rick Campbell, Paypoint HR, that Christiansburg be removed as one of the comparable locations. Even though it is a “college town,” Dr. Campbell felt the salaries may be skewed because of Christiansburg’s close proximity to Blacksburg/Virginia Tech. Mayor Whitus added that he had met with Dr. Campbell and agreed that Christiansburg should be removed. He stated that they also had a conversation about the Town Manager position, and this position should be included in the study.

**REQUEST AUTHORIZATION FOR THE INTERIM TOWN MANAGER TO AMEND THE COMPENSATION AND CLASSIFICATION STUDY WITH PAY POINT HR**

On a motion by Mr. Pairet, seconded by Mr. Hunter and with all Council members voting “aye,” the Council authorized the Interim Town Manager to write a letter to Paypoint HR approving the following changes: include the position of Town Manager in the Town of
Farmville’s Compensation and Classification Study and remove the Town of Christiansburg as one of the comparable locations.

- Edmunds Financial System (MCSJ) - the Town’s new financial system—Phase 1 has been implemented, which includes general ledger, payroll (direct deposit), and accounts payable. The Interim Town Manager stated it’s a busy time for staff in the Treasurer’s Office, but things are going well. Phase 2 and Phase 3 are in the process, and the goal is to have the conversion completed by the end of the year.

- Work sessions—The Interim Town Manager suggested that work sessions have a separate agenda and include more conversation/discussion on new matters, projects, or items. Council agreed to have a different agenda for work sessions.

- Weekly Reports—It was agreed that the Town Manager weekly reports will continue and the Interim Town Manager will provide an in-depth monthly report. Each Department Head will submit a more comprehensive report to the Interim Town Manager with more detailed information on the department's accomplishments and what they are working on. The report will be combined into one package and distributed to Town Council monthly.

- Notifying Council members of important/serious matters—The Interim Town Manager stated because Council members may not always have access to their email when members must be notified of a serious or important matter/event, he will text the Council as a group. Mayor Whitus suggested if Council members reply – please reply directly to Town Manager.

- Halloween Parade—Thursday, October 31, 2019, beginning at 3:15 p.m. Main Street will close. The parade will start on Main Street in front of the Prince Edward County Courthouse at 4:00 p.m.

- Mayor Whitus asked the Interim Town Manager to provide a brief overview of the ICMA (International City Managers Association). Mr. Davis, Interim Town Manager, is a member of ICMA. The organization has been around since 1924 and provides managers with guidance, networking opportunities, support, professional education, etc. Members can work towards a designation and become a credentialed manager. The organization establishes professional standards for the profession of a “manager.” He shared with members a copy of the “ICMA Code of Ethics with Guidelines,” and touched briefly on some of the organization’s policies. In closing, the Interim Town
Manager said the ICMA conferences have provided him with excellent networking opportunities by meeting other managers, educators/presenters, and vendors where new ideas and concepts are shared and can be modified to fit any locality.

**STANDING COMMITTEE REPORTS**

Prince Edward County Rescue Squad, Mr. Cole (Council’s representative)—no report;
Finance and Ordinance Committee, Mr. Davis—no report;
Personnel Committee, Mr. Reid—no report;
Infrastructure Committee, Mr. Pairet—VDOT has marked the pavement at the intersection of High, Oak, and Griffin;
Parks and Recreation Committee, Mr. Vincent—Would like to schedule a committee meeting to continue discussions on the Veterans Memorial Park and the Splash Pad.
Public Safety Committee, Mr. Hunter—The committee met this evening, with the Chiefs of the Police and Fire Departments along with the Director of 9-1-1 Communications, each provided an update on their departments.
Town Property/Building Committee, Mr. Dwyer—The Committee recommends Town Council contact the Department of General Services to discuss the Commonwealth’s interest in purchasing the Probation and Parole building.

**REQUEST TO CONSIDER SELLING THE PROBATION AND PAROLE BUILDING**

On the motion by Mr. Dwyer, seconded by Mr. Pairet and with all Council members voting “aye,” the Council accepted the recommendation by the Infrastructure Committee and directed the Interim Town Manager to proceed with having an appraisal made on the Probation and Parole Building, located at 501 Industrial Park Road in Farmville. In addition, notify the Department of General Services that Farmville Town Council is interested in their request to consider selling the Probation and Parole Building to the Commonwealth of Virginia.

**BACKGROUND:** At the September 11, 2019, Town Council meeting, the Assistant Town Manager informed the Council that the Department of General Services had asked if Town Council might consider selling the Probation and Parole building to the Commonwealth. Mayor Whitus referred the matter to the Infrastructure Committee.

**COMMENTS BY THE INTERIM TOWN MANAGER AND STAFF**

Chief Ellington invited members to attend the Second Advance Citizen Academy graduation 6:00 p.m., on Thursday, September 26, 2019, in the Council Chambers, with dinner to
follow. He also stated he is pleased with the new financial software system and thanked the Interim Town Manager and Town Treasurer.

Robin Atkins, Director of Public Works, updated Council on several projects. He reported that VDOT is in town and has marked the intersection of Oak, High, and Griffin. They are also fixing potholes. The Pedestrian Bridge is moving along and should be ready for inspection on Friday. He said the blinking lights for Second and Virginia Street should be in soon.

**COMMENTS BY THE MAYOR AND COUNCIL MEMBERS**

Mr. Hunter said a Ward B and C community meeting is scheduled for Thursday, September 26 at 6:00 p.m. in the Council Chamber.

**CLOSED SESSION – DISPOSITION OF PUBLICLY HELD PROPERTY AND PERSONNEL**

On the motion by Mr. Davis, seconded by Mr. Hunter and with all Council members voting “aye,” the motion was approved to go into closed session under Section 2.2-3711.A.3, to discuss and consider the disposition of publicly held real property at 501 Industrial Park Road, where discussion in an open meeting would adversely affect the bargaining position and negotiating strategy of the public body and Section 2.2-3711.A.1, to discuss and consider the search process for the Town Manager position and Section 2.2-3711.A.1, to discuss the position of Clerk of Council.

At 8:07 p.m., Mayor Whitus announced a five (5) minute recess.

At 8:32 p.m., the 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: Seven

MOTION: Davis
SECOND: Hunter

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

NOES: None

ABSENT DURING VOTE: No one

ABSENT DURING MEETING: No one

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Clerk

There being no other business, the meeting adjourned at 8:32 p.m.

APPROVED: ATTEST:

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