

REGULAR WORK SESSION OF THE FARMVILLE TOWN COUNCIL
HELD ON FEBRUARY 5, 2020

At the regular work session meeting of the Farmville Town Council held on Wednesday, February 5, 2020, 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 G.C. Cole, D.L. Hunter, B.R. Vincent, T.M. Pairet, D.E. Dwyer, A.D. Reid, and J.J. Davis.

Staff present was Interim Town Manager, Scott Davis, Captain, Bill Hogan, Town Treasurer, Carol Anne Seal, Administrative Assistant, Jackie Vaughan, and Town Clerk, Lisa Hricko.

Mayor Whitus called the meeting to order.

The Clerk of Council called the roll, noting all members as present.

REQUEST APPROVAL OF THE CONSENT AGENDA

On the motion by Mr. Hunter, seconded by Mr. Reid and with all Council members voting “aye,” the consent agenda was approved.

The consent agenda includes the draft minutes of the January 9, 2020, regular Council meeting.

REQUEST ADOPTION OF THE FARMVILLE PLANNING COMMISSION’S ANNUAL REPORT

On the motion by Mr. Davis, seconded by Mr. Hunter and with all Council members voting “aye,” the Farmville Planning Commission’s annual report was approved as submitted.

BACKGROUND: Mayor Whitus noted the report requested Town Council to continue budgeting funds for training for the Planning Commission members and asked how many Commissioners have not received training. Mr. Davis, Interim Town Manager, reported that three (3) members have not attended the Certified Commissioner Program, four (4) have received their certification.

REQUEST ADOPTION OF PROCLAMATION HONORING RETIRED SHERIFF WESLEY REED’S SERVICE TO THE TOWN OF FARMVILLE

On the motion by Mr. Hunter, seconded by Mr. Davis and with all Council members voting “aye,” the proclamation honoring retired Sheriff Wesley Reed for his service to the Town of Farmville was approved.

PROCLAMATION

**HONORING RETIRED SHERIFF WESLEY REED
FOR HIS SERVICE TO THE TOWN OF FARMVILLE**

WHEREAS, on December 31, 2019, Wesley Reed retired as Sheriff from the Prince Edward County Sheriff's Office; and

WHEREAS, Wesley Reed devotedly served the law enforcement profession for 35 years moving up through the ranks; and

WHEREAS, on January 1, 2012, Wesley Reed was elected Sheriff of Prince Edward County, Virginia and held that position through December 31, 2019; and

WHEREAS, Reed had achieved many accomplishments as Sheriff and is held in the highest esteem by his peers; and

WHEREAS, Reed devoted his professional career to serving the Farmville, Prince Edward County community and

WHEREAS, the residents of the Town of Farmville, Prince Edward County, acknowledge Wesley Reed's dedication and passion for this community.

NOW, THEREFORE BE IT RESOLVED, by the Farmville Town Council this 5th day of February 2020, That Wesley Reed is hereby, recognized and honored by the Farmville Town Council for his 35 years of exemplary service to the citizens of the Town of Farmville, Prince Edward County; and

BE IT FURTHER RESOLVED That the Town Council hereby extends its sincere gratitude and best wishes to Wesley Reed upon the occasion of his retirement.

REQUEST CLASSIFICATION AND RATE CHANGE

On the motion by Mr. Davis, seconded by Mr. Hunter and with all Council members voting "aye," the Council accepted the recommendation of the Director of Communications and changed the classification of Jacob Epps from a Communications Trainee to Communications Operator I at a salary of \$15.20. The change is to take effect immediately.

BACKGROUND: The Interim Town Manager stated when a new hire begins working in the Communications Department, they are classified as a Communications Trainee and are compensated at \$14.09 an hour. Once they complete and pass all the training requirements, they are promoted to a Communications Operator I at a salary of \$15.20 an hour. Mr. Epps has completed and passed those standards.

REQUEST AUTHORIZATION OF PAYMENT FROM THE NARCOTIC'S FUND

On the motion by Mr. Hunter, seconded by Mr. Reid and with a recorded vote with Council members Cole, Hunter, Vincent, Pairet, Dwyer, Reid, and Davis voting “aye,” the Council authorized the payment of \$6,000 from the Narcotic’s Fund to Citizen Observer, LLC for the purchase of Tip411Pro.

BACKGROUND: Mr. Davis, Interim Town Manager, stated Tip411 provides the town with the mechanism to receive anonymous tips on any type of crimes that may have been committed, and that officers are seeking information. The Commonwealth Attorney’s Office is contributing half the cost for the equipment.

REQUEST AUTHORIZATION TO REFUND PARTIAL PAYMENT ON THE 2019 BUSINESS LICENSE TO THE WOODLAND FAMILY PRACTICE

On the motion by Mr. Reid, seconded by Mr. Dwyer and with a recorded vote with Council members Vincent, Pairet, Dwyer, Reid, and Davis voting “aye,” and Council members Cole and Hunter abstaining declaring a personnel interest in the transaction, the Council granted authorization for the Town Treasurer to issue a refund of \$892.10 to the Woodland Family Practice from their 2019 business license payment.

The below declarations have been submitted to the Clerk of Council.

DECLARATION OF PERSONAL INTEREST

Pursuant to paragraph B.1 of Virginia State Code Section 2.2-3112 and Subsection H of Virginia State Code Section 2.2-3115, I, Greg Cole, have a personal interest regarding the partial refund payment of the 2019 business license to The Woodland Family Practice on today’s work session agenda.

The personal interest regarding the 2019 partial business license refund to The Woodland Family Practice is that I am employed as President and CEO of The Woodland, Inc. Therefore, I am a member of a profession, occupation, or group of members that may be affected by the transaction and will not be participating in the transaction.

DECLARATION OF PERSONAL INTEREST

Pursuant to paragraph B.1 of Virginia State Code Section 2.2-3112 and Subsection H of Virginia State Code Section 2.2-3115, I, Donald Hunter, have a personal interest regarding the partial refund payment of the 2019 business license to The Woodland Family Practice on today’s work session agenda.

The personal interest regarding the 2019 partial business license refund to The Woodland Family Practice is that I am employed by The Woodland, Inc. Therefore, I am a member of a profession, occupation, or group of members that may be affected by the transaction

and will not be participating in the transaction.

BACKGROUND: The Interim Town Manager informed the Council that The Woodland Family Practice closed its business on August 1, 2019, and is requesting a refund of \$892.10.

FARMVILLE MUNICIPAL POOL

The Interim Town Manager stated for the municipal pool to open this season, approximately \$30,000 will need to be spent on structural maintenance issues. As previously mentioned, he has met with Mr. Melton, the Head Master of the Fuqua School regarding town residents using the Fuqua pool. Mr. Davis, Interim Town Manager, reported that Fuqua's pool is a public pool. The daily rate is \$6.00 daily, and the municipal pool is \$5.00. He shared with Mr. Melton the town's pool patron numbers from last year and Mr. Melton indicated the additional patrons would not be an issue for Fuqua. The Interim Town Manager stated the municipal pool figures reflect both in-town and out-of-town patrons. Members discussed the pool budget figures saying this current budget has \$13,000 allocated for lifeguards and \$11,000 for general maintenance. Members discussed financially contributing to the Fuqua pool and not repairing the municipal pool. The Interim Town Manager was directed to contact the Fuqua School to discuss possible options for town residents to use the Fuqua School pool.

CLASSIFICATION AND COMPENSATION PLAN STUDY

Dr. Rick Campbell, with PaypointHR, LLC, presented an overview of Phase I of the Town of Farmville Classification and Compensation Plan Study. The Interim Town Manager noted that Phase II will be discussed in closed session.

Phase I is an Executive Summary that provides an overview of the most essential issues and opportunities identified by staff from Paypoint HR during the study. Dr. Campbell highlighted the significant milestones for the project and the internal analysis of the existing pay scale. He noted that external market surveys were sent to 78 comparator organizations, within a 150-mile radius. 18 organizations responded. From both the internal and external analysis, recommendations for a new pay scale were developed, and individual job titles were assigned to new pay grades. Dr. Campbell presented the following recommendations:

1. Raise the salary of seven (7) positions that are below grade minimum of the recommended salary scale, first at the cost of \$7,240.
2. Raise the salary of five (5) positions that are substantially below market, second, at the cost of \$57,340.

3. Raise the salary of 19 positions that are below market with normal base-salary and tenure adjustments.
4. Discontinue making base-salary adjustments to the salaries of positions that are above or substantially above market until compensation is near market.
5. Consider converting the existing pension plan to a defined benefit plan like the VRS Hybrid for recruiting and retention purposes.

Staff from Paypoint HR also conducted onsite focus groups. The purpose of the focus groups was to have employees share their knowledge and opinions of the existing pay structure and work environment. Dr. Campbell noted the top four comments from the 58 employees that participated in the focus groups.

1. Generally, okay with the recent structure changes – employees were encouraged by improved communication between staff and leadership.
2. The perception by some employees is that senior management and Town Council feel town employees are unimportant and easily replaceable.
3. General concerns with infrastructure maintenance and limited budget funds – staff are looking at creative funding sources.
4. Concerns with “goals” setting too lofty of goals that seem unachievable – staff is looking for general direction by management.

Additionally, included in Phase I of the Plan was a benefits study. Based on the study findings, Farmville offers 100% employee level premiums, which are in the top 30% of respondents; however, the Town provides 78.65% of premiums for family coverage, which is generous compared to respondents’ contributions. Also, 100% of the respondents reported that they participate in the Virginia Retirement Systems (VRS) pension plan, and the Town of Farmville offers a 401 (a) defined contribution plan.

Dr. Campbell stated Phase I compares the economic data of the Town of Farmville with potential comparators. Farmville’s current positions and the titles were compared to benchmark positions from the external survey responses. He spoke of the method that Paypoint HR used to determine a compensable factor score. From the rating, a proposed pay grade and salary schedule were completed.

Dr. Campbell concluded the presentation of Phase I and said Phase II will be conducted in closed session.

CLOSED SESSION – PERSONNEL

On the motion by Mr. Davis, seconded by Mr. Hunter and with all Council members voting “aye,” the Council convened in closed session for the discussion of personnel pursuant to the exception provided for in Section 2.2-3711(A)(1) of the Code of Virginia.

Mayor Whitus announced a 2 minutes recess.

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

NOES: None

ABSENT DURING VOTE: Mr. Cole left the closed meeting at 12:30 p.m.

ABSENT DURING MEETING: Mr. Cole left the closed session at 12:30 p.m.

Clerk

There being no other business, the meeting adjourned at 1:11 p.m.

APPROVED:

ATTEST:

David E. Whitus, Mayor

Lisa M. Hricko Clerk