

REGULAR MEETING OF THE FARMVILLE TOWN COUNCIL
HELD ON MARCH 11, 2020

At the regular meeting of the Farmville Town Council held on Wednesday, March 11, 2020, 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 G.C. Cole, D.L. Hunter, B.R. Vincent, T.M. Pairet, D.E. Dwyer, A.D. Reid, and J.J. Davis.

The staff present was the 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 welcomed guests and announced that Reverend Nancy Meck, with the Johns Memorial Episcopal Church, would provide the invocation, followed by the Pledge of Allegiance led by Vice Mayor Reid.

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

PUBLIC COMMENT PERIOD

Chelsey White, Farmville Downtown Partnership (FDP) Program Manager, addressed Council to give a 2019 report and update of activities on behalf of the organization. Mrs. White stated last year was a great year for Downtown Farmville and mentioned the following items:

- The SOUP Event celebrating community engagement;
- The 2019 “Go Green on Main” SOUP project has been completed and several recycling bins will be added to Main Street that will display colorful local children’s art;
- Seven (7) new businesses opened in 2019 including The Brewhouse, North Street Press Club, Funky Flamingo, Beauty Bar, Carolina Weight Loss, Talley Jewelry and Long & Foster Real Estate;
- FDP will be continuing their mission, with a strong focus on economic development, and they are excited to be a partner with the Town of Farmville on the Small-Scale Manufacturing Pilot Program;
- FDP is working with Frazier Associates as they complete a Wayfinding Signage Needs Assessment that will include design concepts and recommendations on phasing and funding a wayfinding signage project;

- On March 5, 2019, FDP launched Hard Hat Happy Hour, which provides an opportunity for downtown businesses to come together to celebrate, learn about and tour newly renovated properties within the district.

Jen Cox, Longwood University Director of Local & Community Relations, addressed Council to give an update on campus events. Ms. Cox spoke on the following items:

- Longwood will be participating in the statewide tornado drill on Tuesday, March 17, 2020, at 9:45 a.m.;
- Relay for Life, a 12-hour event will begin on Friday, March 20, 2020, at 4:30 p.m., and conclude on Saturday, March 21, 2020, at 4:30 a.m. The community is welcome to attend;
- Longwood's 5th Annual Day of Giving, "Love Your Longwood Day", will be held on Wednesday, March 25, 2020, and the goal is to have 2,020 gifts in 24 hours;
- The annual Big Event, a day of community service, will be Saturday, March 28, 2020, and Ms. Cox asked Council to contact her if they have any projects;
- "Longwood 24 Day", which is an admissions event, will be held on Saturday, April 4, 2020, and they are planning to host 600 Lancer hopefuls and their families;
- The off-Campus housing intent process was held the week of January 27, 2020. During this time students that want to move off campus to live with a private landlord for the 2020-2021 academic year must notify the Longwood Housing Office. As of March 10, 2020, 367 students have completed the intent form.

Ms. Cox then gave a brief update on Longwood University's response to the Coronavirus disease (COVID-19), stating the University is evaluating new information as it comes in and are following the guidelines of the Virginia Department of Health (VDH). As of today, VDH does not recommend that the University go to online classes only. Currently the University does have a student that is in self-quarantine, and the University is working with that student to supply all the resources needed. Ms. Cox mentioned information is updated daily and is available at alerts.longwood.edu.

Joe Zook, with County Waste of Virginia, addressed Council to share information about their project, the new Cumberland County landfill. He stated that the application they submitted to DEQ requires they send communication to all localities in the Commonwealth requesting the

localities to use the facility. Mr. Zook then asked the Council to write a letter of support and consideration of the Town's possible use of their landfill facilities as an option in the future.

Mayor Whitus referred the request from Mr. Zook to the Infrastructure Committee for review and recommendations to Council.

WOMEN2WOMEN – MRS. PATTI COOPER-JONES

Mrs. Patti Cooper-Jones, representing the Women2Women organization, addressed Council to thank them for the resolution they approved last year supporting the Equal Rights Amendment. She then invited Council and everyone in attendance to join them for cake and water in the foyer.

UPDATE - PRINCE EDWARD VOLUNTEER RESCUE SQUAD

Deanna Jones, Executive Director of the Prince Edward Volunteer Rescue Squad, addressed Council to give a brief update on the organization. Ms. Jones thanked Council for their support and commitment, noting that the Town's maintenance of their fleet has had a tremendous impact. It has allowed them to change their plans of purchasing three (3) new vehicles at once and stretch the purchases over a period of time. Ms. Jones expressed that the Squad's focus is on stabilizing cash flow and reducing overtime. She stated that the Squad has received seven new applications for volunteers, and three or four of them already have their EMT certification. Ms. Jones mentioned that the organization currently has ten full-time members and approximately fifteen active part-time members.

PUBLIC HEARING – APPLICATION FOR FUNDING WITH THE USDA RURAL DEVELOPMENT

Mayor Whitus announced the public hearing:

**NOTICE OF INTENT TO APPLY FOR FUNDING
AND NOTICE OF PUBLIC HEARING**

The Town of Farmville hereby provides notice that it intends to file an application for funding with USDA Rural Development to purchase new radios for use by the Farmville Police Department.

A public hearing on the application will be held on Wednesday, March 11, 2020, at 7:00 p.m. Anyone requesting information on this project or who would like to offer comments should attend this meeting, which will be held in the Council Chamber on the second floor of the Farmville Town Hall, 116 North Main Street, Farmville, Virginia. Anyone who would like to receive information on the project or offer a comment but will not be able to attend the public hearing, may contact Scott Davis, Interim Town Manager. He can be reached at sdavis@farmvilleva.com or P.O. Drawer 368, Farmville, Virginia 23901.

It is the intention of the Farmville Town Council to comply with the Americans with Disabilities Act. Should you need special accommodations, please contact the Town Office prior to the meeting date.

No one was signed up to speak on the matter. Mayor Whitus closed the public hearing and returned the Council to the regular order of business.

BACKGROUND: At the February 12, 2020, meeting, Chief Andy Ellington informed the Council that he had been working with Mr. Todd Fortune, of the Commonwealth Regional Council, to find funding for upgrades to the radios for the Police Department. Mr. Fortune had contacted the USDA to seek grant funding. Chief Ellington stated that the funding would require a 25% match from the Town on the amount awarded. The grant is for \$50,000, with a match required of just under \$17,000, for the total project. The grant will be used to purchase 29 handheld radios.

APPROVAL OF THE CONSENT AGENDA

On motion by Mr. Hunter, seconded by Mr. Vincent, and with all Council members voting “aye”, the consent agenda was approved as presented. The consent agenda includes the draft minutes of the February 5, 2020, regular work session, the February 12, 2020, regular Town Council meeting, and the February 21, 2020, reconvened Council meeting.

APPROVAL OF THE TREASURER’S REPORT

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

BACKGROUND: Mrs. Carol Anne Seal, Town Treasurer, provided a brief overview of the Treasurer’s Report. She stated the percentage collected of real estate and personal property tax through February 2020 is 93.69% as compared to last year, which is up 1.60% from January, and as of March 10, 2020, the Town had collected 98.41% of the business license revenue, as compared to last year. Mrs. Seal said she will have the annual retail sales report at the April 8, 2020, Council meeting.

APPROVAL OF PAYMENT OF THE BILLS

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

BACKGROUND: Mrs. Carol Anne Seal, Town Treasurer advised Council that she made a correction on the accounts payable. She stated that on page 36, vendor Jim Price Chevrolet had a credit that had been overlooked. Mrs. Seal said she needed to add \$110.63 to the total accounts payable, bringing the total to \$319,478.63 to be paid for March.

**AUTHORIZATION TO WRITE-OFF DELINQUENT ACCOUNT RECEIVABLES
ACCOUNTS**

On motion by Mr. Davis, seconded by Mr. Hunter, and with a recorded vote with Council members Hunter, Vincent, Pairet, Dwyer, Reid, Davis and Cole voting “aye”, Council accepted the recommendation of the Finance and Ordinance Committee and authorized the Town Treasurer to write-off the delinquent accounts receivable, as presented in her report dated January 30, 2020, with a balance of \$1,450.39.

BACKGROUND: Mr. Davis, Chairman of the Finance and Ordinance Committee advised Council that at the Committee’s February meeting, Mrs. Seal, Town Treasurer, presented the Committee with a list of delinquent accounts receivable. He mentioned there were multiple attempts to collect the balances, and the Town Attorney recommends the accounts be written-off as uncollectable.

**AUTHORIZATION TO SIGN CONTRACT FOR HVAC REPLACEMENT AT THE TOWN
HALL**

On motion by Mr. Davis, seconded by Mr. Reid, and with a recorded vote with Council members Vincent, Pairet, Dwyer, Reid, Davis, Cole and Hunter voting “aye”, the Town Manager was granted authorization to sign the agreement between the Town of Farmville and Comfort Systems USA (Mid-Atlantic), LLC, for the replacement of three rooftop HVAC units at a price not to exceed \$132,054.

BACKGROUND: Mr. Scott Davis, Town Manager, stated that the replacement of the HVAC at the Town Hall was a Capital Improvements Project in the current budget and was budgeted at \$134,000. He stated the Town received four bids with the lowest being \$132,054.

**AUTHORIZATION TO REFUND MERCURY GROUP, INC. \$869.66 ON THEIR 2019
BUSINESS LICENSE**

On motion by Mr. Dwyer, seconded by Mr. Pairet, and with a recorded vote with Council members Pairet, Dwyer, Reid, Davis, Cole, Hunter and Vincent voting “aye”, the Town Treasurer was authorized to refund Mercury Group, Inc. \$869.66 from their 2019 Business License.

BACKGROUND: Mrs. Carol Anne Seal, Town Treasurer, explained that Mercury Group, Inc. is requesting a partial refund of their 2019 Business License. The business closed on June 30, 2019, and because they were an internet business, the County did not assess business personal property.

ADOPTION OF PROCLAMATION FOR THE WOODLANDS INC. 50TH ANNIVERSARY

On the motion by Mr. Reid, seconded by Mr. Hunter, and with all Council members voting “aye”, Council adopted a proclamation in recognition of the 50th Anniversary of The Woodland, Inc.

PROCLAMATION

50th Anniversary of The Woodland, Inc.

WHEREAS, The Woodland, Inc. is celebrating its 50th anniversary during March 2020; and

WHEREAS, in 1970, Dr. Ray Moore and a group of local business professionals partnered to establish the Southside Community Nursing Home, presently known as The Woodland, Inc. and in 2020, The Woodland, Inc. is still a locally owned business; and

WHEREAS, through the course of those years, The Woodland, Inc. has recognized the community’s growing need for a variety of professional, compassionate and community-oriented senior care living choices; and

WHEREAS, The Woodland, Inc. provides a 24-hour skilled long-term nursing care facility, an assisted living facility and assisted living apartments, and for those over the age of 55, a senior community living setting with cottages and one and two-bedroom apartments; and

WHEREAS, The Woodland, Inc. is one of Farmville’s leading employers, offering skilled professional care with a staff that provides a strong sense of family and community for its residents; and

WHEREAS, The Woodland, Inc. offers the community many of the same amenities provided to its residents, including The Moore Rehabilitation Center, the Watkins Wellness Center, and use of the Community Center; and

WHEREAS, The Woodland, Inc.'s mission statement is "Quality Rehabilitation Services, Skilled Nursing Care and Retirement Living at Affordable Costs."

NOW, THEREFORE BE IT RESOLVED, I, David E. Whitus, Mayor of the Town of Farmville, Virginia, on behalf of Farmville Town Council and our residents, do hereby commend and congratulate The Woodland, Inc. on its 50th anniversary.

IN WITNESS HEREOF, I have hereunto set my hand and caused the seal of the Town of Farmville to be affixed this 11th day of March 2020.

David E. Whitus, Mayor

Attest: _____
Lisa M. Hricko, Clerk of Council

BACKGROUND: Mr. Scott Davis, Town Manager, stated that the proclamation is in honor of The Woodlands, Inc., celebrating 50 years of existence in the Town of Farmville. Mayor Whitus informed Council that the celebration scheduled for March 26, 2020, has been postponed and will be celebrated later in the year.

REQUEST FOR THE TOWN TO MAINTAIN PRINCE EDWARD COUNTY COURTHOUSE FRONT LAWN AND SHRUBS

On motion by Mr. Hunter, seconded by Mr. Pairet, and with all Council members voting "aye", Council authorized Jay Wilkerson, Town Horticulturist, and Robin Atkins, Director of Public Works, to develop a plan and estimate costs to maintain the Prince Edward County Courthouse front lawn and shrubs. The plan will be given to the Town Manager to be presented to Mr. Wade Bartlett, Prince Edward County Administrator.

BACKGROUND: Mr. Scott Davis, Town Manager, stated that Mr. Wade Bartlett, County Administrator, contacted him on behalf of the Prince Edward County Board of Supervisors. Mr. Davis said the Board gave authorization for Mr. Bartlett to work with the Town to see if the Town is willing to come up with ideas and pricing for maintaining the courthouse front lawn and shrubs. Mr. Bartlett would then share the information with the Board of Supervisors. The Board is willing to pay the cost of what is agreed upon, with the Town doing the work. Mr. Bartlett conveyed to Mr. Davis that the Board would like for the front lawn to look aesthetically pleasing and the Board is open to ideas.

COMMITTEE REPORTS

Prince Edward Volunteer Rescue Squad Board, Mr. Cole, representative: no report.

Public Safety Committee, Mr. Hunter, Chairman: Mr. Hunter stated that Council has been provided a copy of the minutes from the last Public Safety Committee meeting. He asked Council to review the listed equipment needs and items they are moving forward with, which include the police department, communications and fire department. Mr. Hunter asked that questions pertaining to the minutes be directed to himself or to the specific department heads.

Parks/Recreations Committee, Mr. Vincent, Chairman: no report

REQUEST TO INSTALL A HANDICAP ACCESS RAMP AT A RESIDENCE ON BEECH STREET

On motion by Mr. Vincent, seconded by Mr. Davis, and with all Council members voting “aye”, Council approved accepting the recommendation of the Infrastructure Committee to request the resident on Beech Street explore the possibility of using an abandoned driveway adjacent to her residence.

Infrastructure Committee, Mr. Pairet, Chairman: Mr. Pairet stated that the Infrastructure Committee met to discuss the request for a handicap access ramp at a residence on Beech Street. The Committee would like to recommend to Council that the resident explore the possibility of using an abandoned driveway adjacent to her residence, instead of the Town installing a ramp.

Town Property/Buildings Committee, Mr. Dwyer, Chairman: no report.

Personnel Committee, Mr. Reid, Chairman: no report.

Finance and Ordinance Committee, Mr. Davis, Chairman: no report.

TOWN MANAGER'S REPORT

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

Update on the Town Motel – The owners had the motel tested for asbestos, and there was none present. Briery Excavation turned in a demolition application today, but they are currently waiting on an agreement between them, the lien holders, and the owners. They hope to have it demolished within the next few weeks.

Update on current and future VDOT projects – The Milnwood Road and Main Street project is anticipated to be completed by July 11, 2020, and the project continues to be on-time and on-budget, as of today.

The pedestrian bridge project had some discrepancies between VDOT and the Town, so the Town will not be fully reimbursed and will be responsible for approximately \$30,000 of the project, which is more than originally anticipated.

This is the year for Smart Scale through VDOT, whereby you receive funding for larger projects. Two projects being considered through Smart Scale are: (1) the *Green T* project located at Griffin Boulevard and South Main Street. This would change the intersection, and then it would become part of the 2018 STARS program (that was shared with Council previously) and proceed further down South Main Street in phases; and (2) VDOT is still working on the 30% Plan for a potential round-a-bout at the intersection of Oak, High and Griffin. For both projects, the next step is preliminary application and does not commit the Town to either project. This step will help determine the need for the projects. Once the applications are approved, VDOT will hold a public hearing for discussion of the project, laying out the project and then allowing the public to give their opinions. If Council agrees to move forward with either project, they will adopt a resolution of support to be submitted with the full application. Once the application is submitted, VDOT would determine if the project will be funded.

Update on BB&T Bank request for a refund – The Town received information (same as all localities) from the Commonwealth of Virginia that BB&T has filed to receive a refund for franchise tax. For the Town of Farmville, it would include the years 2012, 2013 and 2014 in the amount of \$37,110. The Treasurer will be making that payment soon to minimize the amount of interest that will be due.

AUTHORIZATION TO MOVE FORWARD WITH THE TREE PLANTING PROGRAM

On motion by Mr. Vincent, seconded by Mr. Davis, and with all Council members voting “aye”, Council approved moving forward with tree planting program, as presented by Jay Wilkerson, Town Horticulturist.

BACKGROUND: At the regular March 4, 2020, work session, Mr. Jay Wilkerson, Town Horticulturist, addressed Council for a request on behalf of the Tree Board. He explained that the Tree Board would like to establish a publicly funded program that would allow more trees to be planted within the Town limits. He said the program would give a more tangible way for individuals or groups to make monetary donations to be allocated specifically toward the planting of new trees. Mr. Wilkerson said unlike the Arbor Day Foundation program, donors will be given

a general location of where the seedling tree is located. He then elaborated on the program stating the following information: the contributions will be collected through the Treasurer's Office; the suggested donations amounts are \$125 for a seven gallon container tree (6-8 feet) or \$250 for a fifteen gallon container tree (8-10 feet); the cost will cover the purchase of at least one tree, installation, materials and care after planting; trees will not have a specific signage or designation at the planting site; the locations of the tree planting will be chosen as needed; a variety of trees will be selected based on location and seasonal availability of trees; the planting of the trees will comply with the Town's Tree Ordinance; and the trees will be incorporated into new parks, parking lots, and other projects that will need trees. A master list will be made available for locating purposes.

Fireworks for the July 3rd (July 4th) Event - The request for bids for the July 3, 2020, fireworks event has been advertised, and we are waiting for bids.

Paving – We are working on paving bids.

Human Resource Advertisement – The advertisement seeking to fill the Human Resource position is out.

AUTHORIZE TOWN MANAGER TO OFFER ECONOMIC INCENTIVE FOR WATER TAP FOR MR. JOE FOWLKES

On motion by Mr. Davis, seconded by Mr. Hunter, and with all Council members voting “aye”, Council authorized the Town Manager to offer the economic incentive of tapping into the one inch waterline in the street, at an cost of \$1900, as an option.

BACKGROUND: Mr. Joe Fowlkes addressed Council to speak on tap fees for his project at the corner of Main and Third Street. Mr. Fowlkes was seeking financial relief from Council due to unforeseen costs to upgrade the water lines to the building. He said previous conversations led him to believe he did not need additional taps into the waterline.

STAFF REPORTS

Chief Ellington informed the Council that he was recently elected to the Board for the Central Virginia Criminal Justice Academy, and the annual Citizen's Academy starts tomorrow night.

Robin Atkins, Director of Public Works, mentioned the clean-up campaign the third Monday in April.

COMMENTS BY THE MAYOR AND MEMBERS OF TOWN COUNCIL

Mr. Hunter stated that he would like for Robin Atkins, Public Works Director, to research if there are classes offered for staff to become certified in HVAC. He stated that by doing so, staff would be qualified to purchase and install HVAC, hence saving the Town on future costs.

Mayor Whitus announced that in consideration of the recommendations by the CDC and VDH regarding the COVID-19, the welcome event planned for the new Town Manager has been postponed until a later date.

CLOSED SESSION – SECTION 2.2-3711. A.7 AND SECTION 2.2-3711. A.1

On motion by Mr. Davis, seconded by Mr. Hunter, and with all the Council members voting “aye”, the Council convened in closed meeting pursuant to the Code of Virginia, in accordance with the provisions of Paragraph A.7 of Section 2.2-3711, for consultation with legal counsel pertaining to probable litigation between the Town of Farmville and Charles C. Anderson M.D. and Paragraph A.1 of Section 2.2-3711, to discuss the performance of the Town Manager concerning specific personnel matters.

Mayor Whitus called for a five (5) minute recess before entering the closed session.

On the motion by Mr. Davis, seconded by Mr. Hunter, and with all the Council members voting “aye,” 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: Cole, Hunter, Vincent, Pairet, Dwyer, Reid, and Davis

NOES: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

Clerk

On the motion by Mr. Davis, seconded by Mr. Hunter, and with all the Council members voting “aye”, the Council returned to the regular order of business.

ACCEPT THE RETIREMENT OF LISA HRICKO

On the motion by Mr. Reid, seconded by Mr. Vincent, and with a recorded vote with Council members Cole, Hunter, Vincent, Pairet, Dwyer, Reid, and Davis voting “aye”, the motion was approved to accept the retirement of Lisa Hricko, effective March 27, 2020, and authorize the Mayor to sign the Separation Agreement prepared by Counsel and signed by Mrs. Hricko.

PROVISION OF SEVERANCE BENEFITS

On the motion by Mr. Reid, seconded by Mr. Vincent, and with a recorded vote with Council members Cole, Hunter, Vincent, Pairet, Dwyer, Reid, and Davis voting “aye”, the motion was approved that pursuant to Section 15.2-1510.1 of the Code of Virginia, Town Council announces that severance benefits are being provided to Mrs. Lisa Hricko in an amount equivalent to 2.5 months of her current salary.

ACCEPT THE TOWN’S REVISED ADMINISTRATION ORGANIZATIONAL CHART

On the motion by Mr. Hunter, seconded by Mr. Cole, and with all the Council members voting “aye”, Council approved the Town’s revised administration organizational chart, as presented by the Town Manager.

There being no other business, the meeting adjourned.

APPROVED:

ATTEST:

David E. Whitus, Mayor

Jacqueline B. Vaughan, Deputy Clerk