

**Town of Farmville  
Board of Commissioners  
February 25, 2013**

*Draft copy*

The Farmville Board of Commissioners met in special session on Monday, February 25, 2013 at 4:00 p.m. in the Municipal Building Courtroom with Mayor Robert L. Evans presiding. Present for the meeting were Commissioners Jamin Dixon, John Baker, John Moore, Richard Hicks and David Shackelford; Town Manager David Hodgkins and Town Clerk Amy B. Johnson.

Mayor Evans called the meeting to order at 4:00 p.m.

Mayor Evans welcomed everyone.

Mayor requested to move ahead to Agenda item #3 due to the presenters for Agenda items #1 & #2 not being present at this time.

**Update on Current Budget**

**3. Current Financial Statement**

Town Manager Hodgkins presented a copy of the financial statements for the month of January 2013 for the Board's review.

**4. Revenue & Expenditure Outlook/ Fund Balance Projections**

Town Manager Hodgkins provided the Board with a Fund Balance projection based on mid-year calculations and estimates on end of year expenses provided by Departments. He reported that the Town seemed to be in good shape and would have some leftover monies to increase Fund Balance at year-end.

Commissioner Moore asked about the current utility debt and privilege licenses.

Johnson stated that they were more actively pursuing collection of privilege licenses. She also stated that the Town had not written off bad utility debt in over five years and this really needed to be done for a clearer picture of true utility debt.

**5. Debt Service Outlook**

Town Manager Hodgkins provided a copy of the debt schedules to keep the Board abreast of debt payments in future years.

**Update on Grant Projects**

**1. Pedestrian Safety Improvements Grant (Ellen Walston)**

Ellen Walston, a representative from Vidant Medical Center, informed the Board that the Eastern Carolina Injury Prevention Program (ECIPP) and Safe Kids Pitt County have been awarded a grant in the amount of \$25,000 from the 2012-13 Safe Kids Worldwide Walk This Way grant program to implement environmental modifications and provide education about pedestrian safety at the Farmville and Grifton schools. She indicated the environmental modifications will likely include sidewalks, high visibility crosswalks, edge lines for traffic calming, etc. She stated Farmville's grant funding is estimated at \$12,300 and there is no cash match required; however if the project comes in over budget, then some local funds(Powell Bill) may be required to

complete all the desired improvements or the Board could elect to scale back the project.

Mrs. Walston requested for the Board to sign the Memorandum of Understanding to clarify this grant agreement.

*On motion by Commissioner Hicks, the Board authorized Town Manager Hodgkins to sign the Memorandum of Understanding Between Vidant Medical Center and the Town of Farmville. The motion carried unanimously.*

**2. Pedestrian Plan/Bicycle Plan Development (Justin Oakes)**

Justin Oakes provided the Board with an update on the Comprehensive Bicycle Plan and Comprehensive Pedestrian Plan.

*Mayor Evans called a brief recess at 5:27 p.m. The meeting reconvened at 5:35 p.m.*

**Budget Issues For FY 2013-2014**

**6. General Operating Issues/ Rates, Fees and Charges**

Town Manager Hodgkins presented a Budget Calendar schedule for the Board's review. He also provided them with a copy of the current utility rate and fee schedules.

*After discussion, the Board asked for Town Manager Hodgkins to look back into the prepaid option for utility bills and to bring back the actual cost on Town fees to see if the Town is losing money.*

*Mayor Evans called a meal break at 6:08 p.m. The meeting reconvened at 6:31 p.m.*

**7. Employee Compensation/ Merit Pay Principle**

Town Manager Hodgkins asked the Board to indicate their interest in implementing a merit system for employees. Hodgkins reminded the Board it has been several years since the employees have received merits. He recommended the Board consider doing a cost of living adjustment and merit increases in the upcoming budget year to catch up from previous years.

*After discussion, the Board instructed the Town Manager to look into ways to implement a fair merit system for employees. The motion carried unanimously.*

**8. Budget Format Simplification**

Town Manager Hodgkins brought to the Board's attention a few areas where the Town could possibly make the budget process simpler. He indicated that many of these changes would not take place for the upcoming 2013/2014 budget but he wanted to throw the ideas out there for processing for the next budget.

**Project Updates**

**Municipal Athletic Park Improvements**

Recreation Director Jeff Polaski updated the Board on the progress of the PARTF project. He indicated the work has been delayed some due to weather.

**Water Line Improvements**

Water/Sewer Supervisor Jeff Stancil provided the Board with an update on planned improvements to the water lines.

**9. Street and Sidewalk Improvements**

Developmental Services Director Paul Ellis updated the Board on the progress of the street resurfacing and provided the Board with an updated listing of streets to be resurfaced in the 2013/2014 budget.

**10. Automated Reading Meters Project**

Utility Systems Analyst/Assist Well Operator Carroll Griffin updated the Board on the AMR project. He stated all electric meters for residential was complete, with only 150 left for commercial and industry. Griffin also stated they had 800 water meters left to replace, which would take another two years because of budget constraints unless the Board decides to provide the total funding in the upcoming 2013/2014 budget.

*On motion by Commissioner Dixon, the meeting was recessed at 8:25 p.m., until Tuesday, February 26, 2013 at 4:00 p.m. The motion carried unanimously.*

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Robert L. Evans, Mayor

Attest:

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Amy B. Johnson, Town Clerk