

Town of Farmville
Board of Commissioners
August 6, 2013

The Farmville Board of Commissioners met in regular session on Tuesday, August 06, 2013 at 6:30 p.m. in the Municipal Building Courtroom with Mayor Robert L. Evans presiding. Present for the meeting were Commissioners John Baker, Richard Hicks, John Moore, David Shackelford and Jamin Dixon; Town Manager David Hodgkins and Deputy Town Clerk Theresa L. Cieslinski and Town Attorney Chris Edwards.

Mayor Evans called the meeting to order at 6:30 p.m.

Mayor Evans called for a moment of silence to remember the following whom had passed on: Ray Nanney, Roy Atkinson, Jr., Morris Phillips, Robert Peirce, Roberta Hunter, Jimmy Wilson and Cora Louise Harris.

Sister Carolyn Ward, of the Friendship Freewill Baptist Church, offered the invocation which was followed by the pledge of allegiance to the flag.

Citizen Presentations

Mayor Evans stated there was one citizen presentation: Jim Douglas regarding a dog problem in his neighborhood. He stated that a hound dog belongs to a Farmville police officer next door barks all the time.

Town Manager Hodgkins commented about the safety grant received from Vidant Medical Center regarding the safety work at the schools has begun and we are planning to have it completed before school starts. Mayor invited all to go by and see the progress.

Town Manager Hodgkins reviewed the financial report.

Town Manager Hodgkins asked for the following items to be added to the agenda:

- Agenda item #12 - Utility Materials and Supplies Joint Purchasing (Electricities) Agreement
- Agenda item #13 - Request for Refund – John Q. Matthews, Jr.

On motion by Commissioner Shackelford, the Board approved the above additions to the agenda. The motion carried unanimously.

Public Hearings

None

Items for Consent

1. Approval of Minutes

To approve the minutes from the following meeting(s):

- February 25 & 26, 2013 Annual Retreat
- June 25, 2013 Regular Session (July Meeting)

2. Request to use funds from Controlled Substance-State Forfeiture account

Chief Greene requested the transfer of money into the state and federal forfeiture accounts for reasons detailed in report regarding police matters.

3. Advisory Board Members May Museum and Park Commission Appointment

Appoint Larry King to serve a 3-year term as a citizen on the May Museum and Park Commission.

On motion by Commissioner Moore, the Board approved/adopted the following:

- *Approved the minutes from the June 25, 2013 regular session meeting, the February 25 & 26, 2013 annual retreat sessions*
- *Approved funds transfer and the use of forfeiture money Ordinance (2013) 807.*
- *Resolution (2013) 1222, Appoint Larry King to serve on the May Museum and Park Commission for a 3-year term.*

Items for Decision

4. Watkins Mobile Home Park Sanitary Sewer Investigation

Rich Moore presented and passed out a photo summary packet of Watkins Mobile Home Park consisting of approximately 90 lots and explained how the existing septic units are failing and Pitt County Health Department has started to condemn a few of the lots. Mrs. Nelson Crisp, the property owner, was present and spoke to the Board about her desires to improve the standards of living in the park and would like the Town to serve as an applicant for funding grant applications to extend town sewer to the park.

On motion by Commissioner Hicks, the Board authorized McDavid and Associates to proceed with the applications for grant funding based on the property owner paying the entire cost for any studies and applications. The motion carried 3 to 2 with Moore and Dixon voting in the negative.

5. Historical Marker for May Museum

Michael Cable presented a request from the Colonial Dames XVII Century to honor the May Museum by placing a cast bronze historical marker on the left hand side next to the front door of the May Museum. This will be at no cost to the Town of Farmville. If permission is granted a ceremony and a luncheon would follow the unveiling ceremony on June 4, 2013.

On motion by Commissioner Shackelford, the Board approved placemat of the historical marker on the May Museum. The motion carried unanimously.

6. Chamber of Commerce Golf Tournament

Commissioner Moore stated that he had asked the Town Manager to place this on the agenda due to the importance of the Town supporting the Chamber of Commerce in their annual fundraiser golf tournament at the maximum \$500 sponsorship level which includes a 4 player team. Mr. Moore suggest we invite other Farmville representation such as the school principal or someone that has a lot to do with what we do here in town, excluding the commissioners of course. He added that participation of the town is essential to the Chamber so they can better serve our local businesses.

Commissioner Moore made a motion to participate in the Chamber of Commerce event at the \$500 sponsorship level. The motion carried unanimously.

7. Town-Wide Yard Sale

Town Manager Hodgkins stated the Chamber of Commerce is requesting permission to utilize a portion of the Walter B. Jones Common closest to Main Street to set up tables for vendors to sell their goods on October 12th with the purpose of promoting downtown and bringing people to town. The Chamber would charge a fee to each vendor. If Main Street area isn't okay their second area would be the parking lot on Belcher Street side.

Commissioner Baker made a motion to approve the sale and include the use of the Town Common or the parking lot and also allow the downtown merchants to have a sidewalk sale. The motion carried unanimously.

8. Revised Parking Lot Alignment

Paul Ellis, Developmental Services Director requested approval to make changes to the Town Hall parking lot to enable more spaces to be available for our citizens to utilize while conducting business in Town Hall. Town employees and the Police Department would have designated areas. The remainder sections would be for citizen and customer use.

Commissioner Dixon made a motion to make changes to the parking lot. The motion carried unanimously.

Town Manager David Hodgkins clarified the changes would be enforced once signs have been placed, striping completed and all other work is done.

9. False Alarm Ordinance

Paul McLawhorn presented a request to add a False Alarm Regulations Ordinance. Most all other towns have a False Alarm Ordinance. Between March 2012 and March 2013, police officers responded to over 400 false alarm calls and over 200 of them had five or more responses.

Commissioner Baker made a motion to approve this ordinance. The motion carried unanimously.

10. Boys and Girls Club Leave (REVISED)

Town Manager Hodgkins reviewed the changes that have been made so far to the lease agreement with the understanding this is work in progress and it has only been brought to the board to give an update and to gather feedback from the board at this time.

The Board offered some suggestions on the lease agreement. The following is a listing of feedback that was offered:

- 1) *Ask for a deposit (ex:\$5,000) for damages (Richard Hicks)*
- 2) *Have the Master Recreation and Parks Advisory Board review the lease and offer their recommendations. (Jamin Dixon)*
- 3) *The cost to the Town is not a fair share to operate the building. Boys and Girls club need to put more money into the utilities. Maintenance or somewhere to equal out the cost to the Town of Farmville. (John Baker)*
- 4) *Tell/Show us more about the services they are providing – potentially in them paying us more money and in recognition of their services they get some kind of discount. Money should come out of General Fund instead of Recreation Funds (Jamin)*
- 5) *(Richard Hicks) made mention of all the utility bills: Electric, Propane, Telephone, Water/Sewer – Improvements to the building? Lobby area – painting and carpet replacement at their cost, nothing major. Access to their equipment (computers, ping pong tables, pool tables) after hours is mentioned in there.*
- 6) *Work on gym floor mentioned (John Baker)*

11. Economic Development Report

Town Manager Hodgkins provided feedback on efforts thus far and determine a next step for the Town's economic development program. He reviewed the three major issues identified during the economic development downtown meeting on July 23 which included vacant store fronts/structural issues, updating or developing suitable business plans for merchants and signage on the highways directing to downtown Farmville. Mr. Hodgkins also provided a handout that outlined suggested project ideas for downtown improvements. John Moore suggested to Erica Letchworth, Chamber of Commerce Director, to have a Christmas in July event which would be a take-off to the Town wide yard sale. Mr. Hicks mentioned the establishment of a focus group to work through all the project ideas and bring back recommendations to the Board of Commissioners.

Commissioner Hicks made a motion to create a committee to review various options for the downtown development that would consist of at least two (2) board members and four (4) or more business owners or property owners to report back to the board. The motion carried unanimously.

Commissioner Hicks made the motion to appoint John Baker and Jamin Dixon to serve as the two board members. The motion carried unanimously

12. Utility Materials and Supplies Joint Purchasing Agreement

Town Manager David Hodgkins presented the New Member Cooperative Bid Agreement that will allow the Town to purchase utility supplies at the price generated by the competitive bid process for a three (3) year time period.

Commissioner Hicks made a motion to authorize execution of the agreement. The motion carried unanimously.

13. Request for Refund – John Q. Matthews. Jr.

Town Manager David Hodgkins presented the request to consider refunding the funds to Mr. Matthews due to an error in the property search that revealed that the Town didn't own the property, because it had been conveyed to the railroad. Attorney Chris Edwards stated the error was in the Pitt County Register of Deeds and that he didn't do the title search. Bill Lewis did this search and provided the letter that is included in the packet stating the discovery.

Discussion was tabled to the next board meeting where Mr. Bill Lewis will be present to answer any questions from the board.

Citizen Comments

Mayor Evans asked for citizen comments.

Mayor Evans recognized Etsil Mason, candidate for Mayor.

On motion by Commissioner Baker, the meeting was adjourned at 8:28 p.m. The motion carried unanimously.

Robert L. Evans, Mayor

Attest:

Theresa L. Cieslinski, Deputy Town Clerk