

**WORK SESSION OF THE FARMVILLE TOWN COUNCIL**  
**HELD ON WEDNESDAY, OCTOBER 6, 2010**

At the regular work session of the Farmville Town Council held at 11:00 a.m. on Wednesday, October 6, 2010 in the Conference Room of the Town Manager's Office located at 116 North Main Street, Farmville, there were present Mayor S.C. Newman, Jr. presiding and Council members D.E. Whitus, S.B. Thompson, T.M. Pairet, O.S. Overton, A.D. Reid and E.I. Gordon. Also in attendance were Town Manager, Gerald Spates, and Town Attorney, Donald Blessing. Council member D.L. Hunter was absent.

Mayor Newman called the meeting to order. Town Manager, Gerald Spates presented the October agenda. Council members discussed the items and took action on the following matters:

**APPOINTMENT TO THE MOTON MUSEUM BOARD**

On motion by Mr. Whitus, seconded by Dr. Gordon, and with all Council members voting "aye", Council supported the recommendation of the Robert Russa Moton Museum and appointed Council member Sally Thompson to continue serve as the Town of Farmville's representative on the Moton Museum Board. As per the Board's amended bylaws, Mrs. Thompson's term will expire on December 31, 2010.

The Town Manager received a request from Mr. Robert Hamlin, on behalf of the Moton Museum. Mr. Hamlin stated the Board has recently amended their bylaws and in order to comply with the amended bylaws, the Board is asking Farmville Town Council to formally appoint a member as the Town of Farmville's representative. Mrs. Thompson has been serving in that position and expressed an interest to continue to do so.

**CLOSED SESSION - PERSONNEL**

On motion by Dr. Gordon, seconded by Mr. Whitus, and with all Council members voting "aye", Council went into closed session pursuant to **Section 2.2-3711.A.1** of the Code of Virginia for discussion of specific personnel issues.

On motion by Dr. Gordon, seconded by Mr. Overton and with a recorded vote with Council members Whitus, Thompson, Pairet, Overton, Reid and Gordon voting "aye", 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: 6

MOTION: Gordon

SECOND: Whitus

AYES: Whitus, Thompson, Pairet, Overton, Reid and Gordon

NOES: none

ABSENT DURING VOTE: Hunter

ABSENT DURING MEETING: Hunter

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Clerk

**AMENDMENT TO TOWN OF FARMVILLE EMPLOYEE LEAVE BENEFITS**

On motion by Dr. Gordon, seconded by Mrs. Thompson, and with a recorded vote with Council members Thompson, Pairet, Overton, and Gordon voting "aye", and Council member Whitus and Reid abstaining, Council amended the leave benefits policy for Town of Farmville employees. The amended policy will take effect January 1, 2011, and is to be re-evaluated annually. Council member Whitus and Reid noted their abstention due to possible perception of a "conflict of interest". Mr. Whitus's wife is employed by the Farmville Area Chamber of Commerce. The Chamber reimburses the Town of Farmville for Mrs. Whitus's salary and benefits. Council member Reid's wife is an employee of the Town of Farmville.

The Town Manager presented his proposal on a personnel policy that combines an employee's accrued vacation and sick benefits to a Personal Day Off policy. He said the proposed policy does not alter the accrual of an employee's benefit hours. Currently, in December of each year, employees who have accrued over 240 hours of vacation are paid for all hours accrued over 240. In February of each year, employees who have accrued over 720 hours of sick leave are paid for one-quarter of the hours accrued over 720. Both are reimbursed at the employee's hourly rate at that time.

Under the proposed personal leave policy, employees who accrue over 960 hours of leave time will be compensated annually for one-half of the hours accrued over 960, at the employee's hourly rate at that time. By combining the vacation and sick leave hours, the number of employees being paid for annual accrued hours for vacation leave will decrease. Discussions took place, and members expressed their support of the proposed policy.

#### Personal Days Off

All sick and vacation leave benefits will be combined to personal days off. Personal days off may be used at the discretion of the employee, subject to supervisory approval.

- The Town of Farmville permits the accumulation of unused personal days off. The maximum hours that an employee can accumulate are 960. The policy establishes the compensation an employee will receive when their accumulation of personal days off exceeds 960 hours and when there is unused personal days off upon termination.
- When an employee exceeds 960 hours of personal days off, he/she will be paid at 50% of the hours in excess of the 960, multiplied by the current hourly rate. This will be paid annually on the last payday in December.
- When employment is terminated with the Town, either through a change in employment, termination, or retirement, the employee will receive payment for their accumulated unused personal days off at 50% of those unused hours, multiplied by the hourly rate at the end of their employment.
- Paid days off begin to accrue at the start of employment. The PDO leave period starts on January 1<sup>st</sup> of each year and ends on December 31<sup>st</sup> of that same year.
- Paid days off will be accrued as follows:
  - a.) Accumulation at the 6 hours per 2-week pay period during the first year of employment

- b.) Accumulation at the rate of 8 hours per 2-week pay period after the first year of employment
- c.) Accumulation at the rate of 10 hours per 2-week pay period after 10 years of employment

**FARMVILLE TOWN COUNCIL PARLIAMENTARIAN**

On motion by Dr. Gordon, seconded by Mrs. Thompson and with all Council members voting “aye”, Council followed the recommendation of Council member Reid and disbanded the position of Parliamentarian for Town Council.

Mr. Reid recently attended a session on parliamentary procedures taught at the annual conference of the Virginia Municipal League. He said the presenter spoke on parliamentary procedures and the importance of following proper meeting protocol. Additionally, Mr. Reid said from speaking with other localities and discussions with the presenter he felt that Town Council should do away with the position of “Parliamentarian”.

**PROJECT UPDATE**

Mr. Spates provided a verbal update on various Town projects.

There being no other business, the meeting was adjourned at 12:40.

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Mayor S.C. Newman, Jr.

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Lisa M. Hricko, Clerk