



SOUTH HILL TOWN COUNCIL
REGULAR MEETING MINUTES
TUESDAY, OCTOBER 9, 2007 AT 7:00 PM

The regular monthly meeting of the South Hill Town Council was held on Tuesday, October 9, 2007 in the Council Chambers of the South Hill Municipal Building located at 211 South Mecklenburg Avenue in South Hill, Virginia.

1. CALL TO ORDER

Honorable Mayor Earl O. Horne called the regular meeting to order at 7:00 p.m.

2. INVOCATION

Mayor Horne called upon Councilman Sasser to render the invocation.

3. ROLL CALL

Mayor Horne called upon Anna Cratch to call the roll which was as follows:

A. Council Members

Chad J. Barbour	M. B. "Millie" Bracey	William R. Gregory
Gregg Harper	J. Woodrow "Woody" Kidd	Mike Moody
C. Leroy Sasser		

Councilwoman Lillie Feggins-Boone was not present at the meeting.

B. Staff in Attendance

Kim Callis, Town Manager	Anna Cratch, Town Clerk
Julie Hancock, Human Resources Mgr.	Charles Hudson, Code Compliance Official
Norman Hudson, Police Chief	Heidi Porter, Finance Director
Bill Wilson, Public Works Dir.	

4. APPROVAL OF MINUTES – SEPTEMBER 10, 2007

Councilman Barbour moved and **Councilman Kidd seconded** to dispense with the reading of the minutes from the regular meeting held on September 10, 2007, since all Council members had received a copy prior to the meeting, and approve as submitted by Anna Cratch. The motion was adopted by unanimous consent.

5. SERVICE AWARDS

Kim Callis recognized the following personnel for their service:

- **5 years** – Anna B. Cratch, Town Clerk/Technology Administrator, October 7, 2007 (present)
Marvin G. Dailey, Maintenance Operator III, October 15, 2007 (absent)

All clapped in recognition of those who were recognized.

6. PUBLIC HEARINGS

A. Kim Callis – Vacation of 50’ ROW on Raleigh Avenue

Kim Callis opened the Public Hearing for comments for and against the vacation of a 50’ right of way located between 611 Raleigh Avenue (owned by Lily Hubbard) and 703 Raleigh Avenue (owned by Jack and Janet McFall). A Notice of the Public Hearing Notice was published in the South Hill Enterprise on September 19 and 26.

Councilwoman Bracey commented that she informed Ms. Hubbard when she called that it was not necessary for her to be at the Council meeting and that she would speak on her behalf. Councilwoman Bracey mentioned that this is something that will not bother anyone and probably should have been done years ago.

There were no speakers against the request.

Mr. Callis stated that if Council wishes to proceed with the vacation, a three person committee must be appointed to view the right of way and report in writing any inconvenience that may result from discontinuing it. If the committee reports there are no issues, Council may adopt an ordinance of vacation that is recorded in the Mecklenburg County land records. After recordation of the ordinance, the adjoining property owners will be notified of the vacation, and they may acquire the portion of the right of way that abuts their property.

Councilwoman Bracey moved and **Councilman Sasser seconded** to appoint a three person committee (Herbert Lee Farrar, Doug Bugg and Mickey Moore) to view the right of way located between 611 Raleigh Avenue and 703 Raleigh Avenue and that its finding be reported to Council at the November 13 meeting. The motion was adopted by unanimous consent.

7. CODE COMPLIANCE OFFICIAL’S REPORT

Charles Hudson presented his report of activity for the month of September 2007 as follows:

Inspections Completed	-	57
Permits Issued	-	25
Fees Collected	-	\$ 2,310.46
UEZ Exemption	-	\$ Ø
Rehab Exemption	-	\$ Ø
General Exemption	-	\$ Ø
Work Value	-	\$ 377,288.00
Jobs Completed	-	24

Councilman Sasser moved and **Councilman Kidd seconded** to approve the report of the Code Compliance Official for the month of September 2007 as submitted by Charles Hudson. The motion was adopted by unanimous consent.

8. POLICE CHIEF’S REPORT

Norman Hudson presented his police report for the month of September 2007. Chief Hudson informed Council there was a total of 213 arrests and 473 call types in September. He presented the following administrative news:

- Mike Mayer instructed Officer Survival at Fort Pickett.
- Jamie Velvin instructed Defensive Driving at the training academy in Lynchburg.

Councilman Harper moved and **Councilman Barbour seconded** to approve the report of the Police Department for the month of September 2007 as submitted by Chief Hudson. The motion was adopted by unanimous consent.

9. FINANCE DIRECTOR’S REPORT

Heidi Porter submitted the following report for the month of September 2007:

A. Monthly Financial Report

Ms. Porter submitted the financial report for month ended September 30, 2007 as follows:

General Fund	-	\$2,682,805.09	Investment Account	-	\$1,197,315.97
Water and Sewer Fund	-	83,686.37	2002 G.O. Bond	-	\$ 272,207.22
Cemetery Fund	-	50,754.79	Certificate of Deposit	-	\$ 80,000.00
CDBG2 Halifax	-	<u>11,144.69</u>	Total Police Dept. Savings	-	\$ 21,120.28
Total in Checking	-	\$2,828,390.94	Outstanding Taxes All Years	-	\$ 45,194.53

In answer to questions from Councilman Barbour, Ms. Porter stated that the 2006 GO Bond has been completed. Kim Callis mentioned that the final payment to R J Smith was made after September 30 from the 2002 bond. Chief Hudson explained that the Police Department is way over budget on Repairs and Maintenance because some old wiring had to be replaced.

Councilman Barbour moved and **Councilwoman Bracey seconded** to approve the financial report for month ended September 30, 2007 as submitted by Heidi Porter. The motion was adopted by unanimous consent.

10. CITIZENS TO ADDRESS COUNCIL

A. Therese Rogers – Feeding for the Less Fortunate at Centennial Park on November 17, 2007

On behalf of Sharon Baptist Church, Therese Rogers addressed Council to request permission for a Feeding for the Less Fortunate at Centennial Park on November 17, 2007 from 10:00 a.m. to 2:00 p.m.

Councilman Gregory moved and **Councilman Harper seconded** to authorize Sharon Baptist Church to hold a Feeding for the Less Fortunate at Centennial Park on November 17, 2007 from 10:00 a.m. to 2:00 p.m. The motion was adopted by unanimous consent.

11. COMMITTEE REPORTS

Councilman Gregory reported that Councilman Sasser gave him a letter regarding the lighting on Lombardy Street. Secondary voltage is available. It will probably cost between two and three thousand dollars. It has been mentioned that someone is shooting the lights out there, but it has not been investigated.

Mayor Horne stood up and reported that he received word on October 9 that the Colonial Theatre will go out to bid. The architects are working on getting the ad out which has to be in the paper for 30 days. Hopefully someone will bid close to our figures, and Phase I work can begin.

12. TOWN MANAGER'S REPORT

Kim Callis submitted the following report for the month of September 2007:

A. South Hill Revitalization Phase III Resolution

Kim Callis reported that Gail Moody of the SPDC is preparing the TEA-21 application for Phase III of the South Hill Revitalization Project which is due November 1, 2007. Phase III work will extend north on Mecklenburg Avenue from Atlantic Street to Franklin Street. As part of the application, the Town needs to adopt a resolution indicating its agreement to pay 20% of the project costs (\$151,930 per the proposed Phase III budget). The match requirements are generally met through cash payments and in-kind work performed by the Town. This is consistent with the match requirement for Phase II.

Councilman Sasser moved and Councilman Kidd seconded to adopt the resolution indicating the Town of South Hill's agreement to pay 20% of the South Hill Downtown Project, Phase III costs. Should the Town elect to cancel the project, the Town agrees to reimburse VDOT for costs expended as of the cancellation date. A **roll-call vote** was requested and voiced as follows:

Councilman Barbour-Aye
Councilwoman Bracey-Aye
Councilman Harper-Aye
Councilman Moody-Aye

Councilwoman Feggins-Boone-Absent
Councilman Gregory-Aye
Councilman Kidd-Aye
Councilman Sasser-Aye.

Mr. Callis informed Council members that the Town has already completed some in-kind work (removal of poles) on Phase II which extends from Danville Street to Atlantic Street. The work will hopefully go to bid in early 2008 and will be underway around March or April with a completion date in the fall.

B. Parks Update

Mr. Callis informed Council that on September 22, 2007, Wade Crutchfield and he met with Don Rose, the Babe Ruth Virginia State Commissioner; Tommy Clary, the district director for this area; and representatives from our local Babe Ruth League to discuss the potential for South Hill to host the 2008 Southeast Regional Senior Babe Ruth 16 to 18 year old all-star tournament. The tournament will begin July 24 and will feature 10 teams (including a local host team) from Virginia to Florida who will play 18 to 19 games over 6 to 7 days. The South Hill Chamber of Commerce, the R.T. Arnold Library, the local Babe Ruth League and Town Staff would combine efforts to help meet the several requirements to host the tournament. Hopefully we will know by December 1, 2007 if we are selected as a regional host.

Work is underway to improve the Dixie Youth fields at the Parker Park Softball Complex. Over 100 tons of dirt have been added to the infield areas, the grounds have been graded to

improve drainage, construction of the press deck above the dugouts has begun, and work on the turf areas is underway. One new set of bleachers has been ordered per the FY07-08 budget and the bleacher pad has been poured. Depending on funds in the 2002 bond, the next items that need to be updated are the concession building and restrooms.

The climbing wall for Centennial Park has been delivered and will be installed between the sliding board and the jungle gym in the next few weeks. Due to safety reasons, mulch or rubberized mulch will be used. Mayor Horne mentioned that a sign with weight restrictions will need to be installed as well.

This agenda item was for informational purposes only; therefore, no Council action was taken.

C. Crop Production Services (CPS) Railroad Property Lease

Mr. Callis reminded Council that CPS currently leases from the Town a portion of the former railroad right of way along the south side of their building located at the corner of West Main Street and Lunenburg Avenue. David Brankley, Manager of the local CPS warehouse, has indicated that CPS would like to construct an 8' X 15' concrete pad and install over \$70,000 worth of conveyor equipment in the right of way. They also plan to spend over \$225,000 on improvements to other parts of the building including new exterior siding all around. Mr. Brankley conducted tours of the facility and explained the proposed modifications to Council members on September 28 and October 5. Before making the investment to improve the building, CPS would like to enter into a long-term lease agreement with the Town for the use of the right of way (preferably 10 years).

Bill Wilson commented that the CPS property is the only place that the Town Shop has to expand. Mayor Horne mentioned that right of way will not do the Town any good without the property.

Councilman Harper moved and **Councilman Kidd seconded** to authorize the Town Manager to execute all documents necessary to lease the former railroad right of way near the intersection of West Main Street and Lunenburg Avenue to Crop Production Services for a period not to exceed 10 years at a lease rate of \$1,000 per year. The lease will become effective July 1, 2008. The motion was adopted by unanimous consent.

D. Proposed Boundary Line Change on Plank Road

Mr. Callis reported that R. T. Arnold and others (the Parties) own a tract of land totaling 367.82 acres along Plank Road that is currently located in Mecklenburg County. The Parties have requested a boundary line change that will allow incorporation of this tract into the Town of South Hill. Mr. Callis presented Council with a plan indicating the affected tract and a proposed resolution authorizing advertisement for a public hearing to hear comments regarding the boundary line change. The public hearing would be held at the November 13 Council meeting. Mecklenburg County will hold a separate public hearing.

James A. Butts, III, Esquire, representing Mr. Arnold and Mr. Harper, stated that they anticipate a residential subdivision with primarily single family residences on different lot sizes because some of the land is not usable for building. He mentioned that this is a three stage process: (1) Council and the Board of Supervisors approval to order the advertisement of a Public Hearing, (2) Council and the Board of Supervisors approval of the boundary line change, and (3) a petition to the Circuit Court to allow the incorporation of the land within the Town. The Board of Supervisors has already unanimously

voted to advertise. The advertisement can be a joint ad showing several public hearings. The development will hopefully enhance the Town and community as a whole.

R. T. Arnold was present for questions.

Councilwoman Bracey moved and Councilman Kidd seconded to adopt the proposed agreement providing for advertisement of a public hearing to hear comments regarding the boundary line change requested by R. T. Arnold and others to incorporate a 367.82 acre tract along Plank Road into the Town of South Hill. A **roll-call vote** was requested and voiced as follows:

Councilman Barbour-Aye
Councilwoman Bracey-Aye
Councilman Harper-Abstain
Councilman Moody-Aye

Councilwoman Feggins-Boone-Absent
Councilman Gregory-Aye
Councilman Kidd-Aye
Councilman Sasser-Aye.

13. HUMAN RESOURCES MANAGER'S REPORT

Julie Hancock presented the following administrative news for the month of September 2007:

1) Resignations

- Effective September 12, Elizabeth Caldwell resigned her position with Public Works.

2) Education

- Mark Novsak, Public Works, received a certificate for the Public Contracts and Procurement Regulations seminar presented September 12 in Richmond.
- Wayne Hudson, Public Works, attended the VA AWWA and VWEA Joint Annual Meeting September 18 – 20 in Hampton. Nutrient Removal, Case Histories – Wastewater, Water Reuse, and Advanced Wastewater Treatment were among some of the sessions attended.
- On September 20, Robert Owens, Public Works, attended a class presented by James River dealing with financing heavy equipment purchases.
- On September 27, Robert Owens, Nelson Ratcliffe and Bill Wilson, Public Works, attended a safety course dealing with identifying the location of gas utility lines and emergency response in the event of damage or destruction to utility lines.

3) Other

- On September 27, Kenny Callahan, Wade Crutchfield, Frank “Bo” Ezell, Julie Hancock, Gladys Jenerette and Pat Newman were recognized by Kim Callis at the Annual Luncheon for Older Workers.

This agenda item was for informational purposes only; therefore, no Council action was taken.

14. PUBLIC WORKS DIRECTOR'S REPORT

Bill Wilson submitted the following report for the month of September 2007:

A. Hollydale Subdivision – Street Status

Bill Wilson reported that a resident in the Hollydale subdivision recently notified staff that the interior streets had no stop signs at the intersections (there are stop signs at the subdivision egress onto Forest Lane.) Even though the Town has done some maintenance over the years, ownership of the streets has never been transferred to the Town by the developer. Although traffic flow is minimal, in order to prevent the possibility of an accident, the street committee met and decided to install stop signs. The South Hill Police Department identified the needed locations for the stop signs, and they have been installed. The developer intends to transfer ownership of the streets to the Town who will accept ownership only if the streets meet the VDOT standards of eligibility for street maintenance payments.

Councilman Harper moved and **Councilman Moody seconded** to authorize the Town to accept ownership of the streets, located in the Hollydale subdivision, known as Valley Road, Hollydale Lane, Peach Street and Apple Street, provided the streets are approved by VDOT for maintenance payments. The motion was adopted by unanimous consent.

Mr. Wilson also mentioned that when the Street Committee met, it was suggested that a speed limit sign be placed on High Street. This will be done once the Children at Play sign arrives that will be installed with it.

15. OLD BUSINESS

There was no old business.

16. NEW BUSINESS

There was no new business.

17. EXECUTIVE SESSION

Legal – § 2.2-3711 (A)(7) and Real Estate – § 2.2-3711 (A)(3)

Pursuant to Legal – § 2.2-3711 (A)(7) and Real Estate – § 2.2-3711 (A)(3) of the Code of Virginia and on **motion** of **Councilman Kidd** and **second** of **Councilman Barbour**, the South Hill Town Council entered into **Executive Session** to discuss legal and real estate matters. The members voted unanimously to enter into said Executive Session.

There was no action taken in Executive Session on the legal or real estate matters.

WHEREAS, the South Hill Town Council has convened an executive 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, Sections 2.2-3711 (A)(7) and 2.2-3711 (A)(3) of the Code of Virginia require a certification by this Council that such executive meeting was conducted in conformity with Virginia Law;

NOW THEREFORE, BE IT RESOLVED that the South Hill Town Council hereby certifies that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the executive meeting to which certification resolution applies, and (2) only such business matters as were identified in the motion convening the executive meeting were heard, discussed or considered by the Council.

Councilman Kidd moved and **Councilman Barbour seconded** to approve **Resolution 228**, dated October 9, 2007, and return to **Open Session**. All members present voted affirmatively.

18. OPEN SESSION

There was no action taken on the legal or real estate matters in Open Session following the Executive Session.

Kim Callis reminded Council regarding Monster Mash on October 25 at the Market Square. He also invited Council to the Employee Appreciation Picnic consisting of barbeque, baked beans and Cole slaw at the Centennial Park shelter on October 11 at 11:30 a.m.

19. ADJOURNMENT

There being no further business matters before the South Hill Town Council, Mayor Horne adjourned the meeting at 8:21 p.m.

Respectfully submitted by Anna B. Cratch.

Earl O. Horne, Mayor

Attest:

Anna B. Cratch, Town Clerk