



**SOUTH HILL TOWN COUNCIL**  
**REGULAR MEETING MINUTES**  
**MONDAY, JANUARY 14, 2008 AT 7:00 PM**

The regular monthly meeting of the South Hill Town Council was held on Monday, January 14, 2008 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 Gregory 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	Lillie Feggins-Boone	M. B. "Millie" Bracey
William R. Gregory	Gregg Harper	J. Woodrow "Woody" Kidd
Mike Moody	C. Leroy Sasser	

**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 – DECEMBER 10, 2007**

**Councilman Harper moved** and **Councilman Moody seconded** to dispense with the reading of the minutes from the regular meeting held on December 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**

Charles Hudson recognized Pat Newman for her **15 years** of service effective January 21, 2008.

Norman Hudson recognized the following police personnel for their service:

- **20 years** – Charles A. Mayer, January 4, 2008
- **15 years** – Nelson E. Watson, January 4, 2008

All clapped in recognition of those who were recognized.

**6. PUBLIC HEARINGS**

**A. Charles Hudson – RE 2007-2, Request by Carol Bateman for Rezoning at 609 Windsor Street from R1-10 to C-2**

Charles Hudson opened the Public Hearing for comments for and against the request of Carol Bateman to rezone 609 Windsor Street from R1-10 to C-2 to clean up the zoning map because the property currently has two zoning designations.

There were no speakers for or against the request.

**Councilman Sasser moved** and **Councilman Kidd seconded** to approve rezoning 609 Windsor Street owned by Carol Bateman from R1-10 to C-2. The motion was adopted by unanimous consent.

**7. CODE COMPLIANCE OFFICIAL’S REPORT**

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

Inspections Completed	-	44
Permits Issued	-	21
Fees Collected	-	\$ 1,250.58
UEZ Exemption	-	\$ Ø
Rehab Exemption	-	\$ Ø
General Exemption	-	\$ 72,200.00
Work Value	-	\$ 210,905.00
Jobs Completed	-	12

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

Mr. Hudson commented that last year’s numbers are higher because of the larger projects (hotel and Home Depot) that came in.

**8. POLICE CHIEF’S REPORT**

Norman Hudson presented his police report for the month of December 2007. Chief Hudson informed Council there was a total of 142 arrests and 451 call types in December. He presented the following administrative news:

- Chuck Mayer, Mike Mayer and Jimmy Robinson completed Firearms Instructor Recertification at the training academy in Lynchburg.
- Carie Dalton, Ronnie Edmonds, C. B. Fleming, Calvin Holmes, Shane Johnson, Harvey King, Chuck Mayer, Mike Mayer, Mike Peebles, Bernie Puryear, Jimmy Robinson, Tony

Solomon, Jamie Velvin, Nelson Watson, Mike Watters and Scott Zincone completed NCIC/VCIN Recertification at the Police Department.

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

Chief Hudson also presented the Annual Police Report for 2007.

## 9. FINANCE DIRECTOR'S REPORT

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

### A. Monthly Financial Report

Ms. Porter submitted the financial report for month ended December 31, 2007 as follows:

General Fund	-	\$3,597,437.44	Investment Account	-	\$1,216,545.83
Water and Sewer Fund	-	118,154.66	2002 G.O. Bond	-	\$ 118,203.22
Cemetery Fund	-	50,754.79	Certificate of Deposit	-	\$ 80,000.00
CDBG2 Halifax	-	<u>10,882.69</u>	Total Police Dept. Savings	-	\$ 21,274.54
Total in Checking	-	\$3,777,229.58	Outstanding Taxes All Years	-	\$ 798,325.91
			Total Past Due Taxes	-	\$ 40,184.89

**Councilwoman Bracey moved** and **Councilman Sasser seconded** to approve the financial report for month ended December 31, 2007 as submitted by Heidi Porter. The motion was adopted by unanimous consent.

In answer to a question from Mayor Horne, Kim Callis stated that the \$10,800 listed under Halifax is earmarked for the demolition of four houses (\$2,500 a piece) on Halifax Street.

In answer to a question from Councilwoman Bracey regarding the bad debt expense line item, Kim Callis answered that it is part of the audit that staff was informed to write off.

### B. Mid-Year Financial Review

Ms. Porter informed Council it appears that no money will have to be transferred from the surplus to the General Fund; however, a transfer will need to be made from the surplus to the Water and Sewer Fund by the end of the fiscal year.

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

### C. Past Due Real Estate Taxes

Ms. Porter reported that Attorney Ridley Bain has two remaining past due accounts, (1) Roosevelt Stayhand and (2) Ruby Thomas Wimberly and Jane Thomas Tarry. The complaint was filed on January 11. It takes two months for the order of publication. Attorney Bain is anticipating a sale the later part of the spring.

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

**10. CITIZENS TO ADDRESS COUNCIL**

**A. Park View High School Students**

Mayor Horne acknowledged the presence of and welcomed the following students from the Park View High School government class:

Shawn Sexton                      Hannah Whitten

**B. Andy and Rosemary Davis – Easter Service at Centennial Park on Sunday, March 23**

Andy Davis who is helping to create the new Mecklenburg Community Church addressed Council to request permission to hold an Easter service at Centennial Park on March 23, 2008.

**Councilman Harper moved** and **Councilman Sasser seconded** to authorize Andy Davis to hold an Easter service at Centennial Park on March 23, 2008 from 9:00 a.m. to 3:00 p.m. The motion was adopted by unanimous consent.

**C. Gwendolyn Cabiness – Family Reunion at Centennial Park on Saturday, July 26**

Gwendolyn Cabiness was not present to address Council. Staff will call to schedule again on a future agenda.

**D. Denise Walker – Family Reunion at Centennial Park on Saturday, July 5**

Denise Walker addressed Council to request permission to hold the Johnson/Hardy family reunion at Centennial Park on July 5, 2008.

**Councilman Gregory moved** and **Councilman Barbour seconded** to authorize the Johnson/Hardy family reunion to be held at Centennial Park on July 5, 2008 from 11:00 a.m. to 5:00 p.m. The motion was adopted by unanimous consent.

In order to minimize interruptions on that busy weekend, Kim Callis informed Ms. Walker that a banner is available at the Town Office that clearly indicates the picnic shelter is reserved.

**E. Mike and Kimberly Peters, owners of One Stop Gift Shop – Storage Buildings**

Mike Peters informed Council that One Stop Gift Shop draws people from all areas. They moved their business from 426 to 418 East Atlantic Street and purchased the vacant lot behind 418 to give their customers an exit route and extra parking. They fixed up the building at 418 and placed a portable storage building on the adjacent vacant lot behind it to store seasonal inventory. The building can be moved in 30 minutes with a rollback truck.

Mr. Peters stated that he has been informed that the storage building will have to be removed because he is in violation of the code because the storage building is located on property that adjoins his property. He was also informed that the policy exists because the Town does not want things accumulating on vacant lots which devalue the property around it. The only way the building can be kept

there is to get a surveyor to make both lots in to one. Mr. Peters stated that he cannot justify the extra expense just to make a paper change, and he can get a petition with 1,000 signatures from women in support of him. Mr. Peters mentioned that Newmart Builders has storage buildings sitting on a vacant lot for sale and use a storage building for an office; the code should apply to them as well.

In answer to a question from Councilwoman Bracey, Mr. Peters stated that the building could be moved on the property where the business is located but that would take up two out of eight close parking spaces and it wouldn't look very nice. Mr. Peters mentioned that his adjacent vacant lot is used for parking as well, but customers have to walk further when using it.

Councilman Barbour commented that when you change an ordinance, it affects the entire Town. Mr. Peters suggested just changing the ordinance in regards to commercial properties. Charles Hudson informed Councilman Barbour that a special exception cannot be done in this case.

Councilman Harper mentioned that Council and staff are handcuffed to the guidelines that are put in paper for them to abide by. The ordinance was put in place because someone abused it.

Mayor Horne thanked the Peters for having their business in South Hill. He informed them that there are guidelines the Town has to follow with all areas or locations, not just one. Mayor Horne mentioned that Council will meet and review the ordinance in this case; however, Council members are concerned about all area businesses. They will report on their decision at the February 11, 2008 meeting.

## **11. COMMITTEE REPORTS**

Councilwoman Bracey reported that the Budget and Finance Committee meeting with Robin Jones this month to review the audit went well.

Councilman Moody commented that the Police Station is currently being remodeled. The new hire left today for a 23 week training at the academy.

Councilman Gregory mentioned that the streetlights are on at Lombardy Street.

## **12. TOWN MANAGER'S REPORT**

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

### **A. Commonwealth Transportation Board (CTB) Meeting**

Kim Callis reported that he appeared before the CTB on December 13, 2007 to explain the crucial need for the Raleigh Avenue extension. The CTB unanimously approved Phase 1 of the project which extends .456 miles north from Highways 1/58 toward Route 47. The extension will provide access to the baseball complex at Parker Park. VDOT plans to begin acquiring rights of way in March with construction to begin in 12 to 16 months. Staff plans to continue actively working with VDOT to build the remaining portion of the proposed extension.

This agenda item was for informational purposes only; therefore, no Council action was taken. Mayor Horne commented on the good job Mr. Callis did.

### **B. South Hill Revitalization Phase 2**

Mr. Callis informed Council that staff received approval from VDOT on December 20, 2007 to move forward with utility relocation along Mecklenburg Avenue as part of Phase 2 of the South Hill Revitalization Project. The projected relocation cost for each utility is as follows: Dominion Virginia Power - \$101,051.43; Verizon - \$11,679.54; Embarq - \$1,016.28; and Comcast - less than \$100. As part of the Town's matching funds, the Street Maintenance crew will dig pits allowing Verizon to bore under Mecklenburg Avenue so that cables can be placed underground. The Town will also repair sidewalks and pavement. Embarq has completed their work, and Dominion Virginia Power will begin their work February 4. Verizon will hopefully complete their work prior to February 4.

Plans do not call for the two wires owned by Dominion Virginia Power and Embarq that extend across Mecklenburg Avenue between Archie's Florist and Southside Office Supply. The property owners have agreed to poles in the alleyway on the sidewalk if the utilities will approve it.

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

### **C. Budget Preparation**

Mr. Callis reported that staff will soon begin working on the Town's FY08-09 budget. Preparation materials have been delivered to the Mayor, Budget and Finance Committee, Town staff and community organizations that have traditionally requested funds. The proposed budget should be presented to full Council in early May with a public hearing scheduled for May 12.

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

### **D. Dixie Youth State Tournaments**

Mr. Callis informed Council that South Hill has been awarded the 2008 state Dixie Youth girls softball tournaments for the Darlings (7-8 year olds), Belles (13-15 year olds) and Debs (16-18 year olds) divisions. The tournaments will begin July 18 and will be held at the Parker Park softball complex. South Hill has also been awarded the 2009 state Dixie Youth boys' major league (11-12 year olds) tournament which will begin mid to late July 2009. Each tournament will consist of eight teams who will bring business to our restaurants, hotels and other retail establishments. Staff members will work closely with our local Dixie Youth organization, the South Hill Chamber of Commerce and others to promote these events and provide lots of hospitality to guests.

Mr. Callis reminded Council that the 2008 Senior Babe Ruth (16-18 year olds) regional tournament will be held at the Parker Park baseball complex beginning July 24. This tournament will feature ten teams from Virginia to Florida.

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

### **E. Blueway Trails**

Mr. Callis, Bill Wilson and key people from around the region met in Roanoke Rapids on January 11, 2008 to discuss the Roanoke River Partners' version of a Blueway and their experiences. Roanoke Rapids has a nice partnership with The Nature Conservancy who has been able to get them some grants. Everyone went to view one of their platforms where people can either put-in or take-out kayaks and canoes and camp for the night. These platforms cost around \$7,500 each. Roanoke Rapids also

talked about a Virginia/North Carolina partnership which would make a river trail from around Nottoway County flowing all the way to the Albemarle Sound.

**13. HUMAN RESOURCES MANAGER’S REPORT**

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

**1) Education**

- Jerry Eyer, Public Works, received his ASE Master Automobile Technician Certification, a certification which is recognized nationally by dealerships and others involved in automobile service. This certifies that he has successfully passed the eight required examinations and met the experience requirement prescribed by the National Institute for Automobile Service Excellence.
- Jon Taylor, Fire Department, earned an “A” in Fire Administration, a required course for an Associate Degree in Fire Science.
- Brad Clark and Keith Miller, Public Works, passed the written requirement to obtain a Virginia CDL Learners Permit.
- Nelson Ratcliffe, Public Works, completed a weeklong course endorsed by the Virginia State Board of Contractors entitled Technical Training in Backflow Device Testing and Installation of Backflow Assemblies.

**2) Other**

- Robert Owens, Public Works, received a Certificate of Appreciation from the South Hill Shrine Club for the assistance provided by Public Works at the annual seafood festival.
- Sentara, the Town’s EAP provider, made a holiday contribution to the National Alliance for the Mentally Ill in Virginia on behalf of the Town.

Mayor Horne commented how great all the training is that employees are receiving. They are learning things to better themselves and better service the citizens of South Hill.

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 December 2007:

**A. Regional Wastewater Treatment Works Upgrade and Expansion**

Bill Wilson reported that the Southside Planning District Commission accepted bids for the Regional Wastewater Treatment Works upgrade and expansion project on December 18, 2007. Two bids were received as follows:

<b>Bidder</b>	<b>Location</b>	<b>Bid Amount</b>
<b>Laughlin and Sutton</b>	Greensboro, NC	\$5,258,000
<b>H. E. Reynolds</b>	Henderson, NC	\$5,794,000

It is anticipated that Laughlin and Sutton will be recommended and awarded the contract on January 14, 2008. The necessary paperwork will have to be submitted by January 28, and the notice to proceed will be finalized by February 15. It is projected that work will commence by March 1 and be completed within 15 months. B&B Consultants, Inc. has designed and will manage the project.

Mayor Horne commented that around 98% of the funds for this project are coming from grant money.

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

**B. Water Consumption and Loss Report**

Bill Wilson informed Council that the water consumption and loss for the first half of FY08 is 9.37% which is a very acceptable loss ratio. In answer to a question from Councilman Moody, water is lost through leaks in the miles of water lines, through connections and through flushing for preventative maintenance and water quality. Flushing is charged a lesser rate.

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

**15. OLD BUSINESS**

Kim Callis is still trying to get Comcast to meet with Council regarding cable services.

**16. NEW BUSINESS**

There was no new business.

**17. EXECUTIVE SESSION**

**Real Estate – § 2.2-3711 (A)(3)**

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

There was no action taken in Executive Session on the 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**, Section 2.2-3711 (A)(3) of the Code of Virginia requires 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 Moody moved** and **Councilman Kidd seconded** to approve **Resolution 229**, dated January 14, 2008, and return to **Open Session**. All members present voted affirmatively.

**18. OPEN SESSION**

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

**19. ADJOURNMENT**

There being no further business matters before the South Hill Town Council, Mayor Horne adjourned the meeting at 8:16 p.m.

Respectfully submitted by Anna B. Cratch.

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Earl O. Horne, Mayor

Attest:

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Anna B. Cratch, Town Clerk