



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

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

Councilman Gregg Harper 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 Compl. Official
Norman Hudson, Police Chief	Heidi Porter, Finance Director
Bill Wilson, Public Works Dir.	

4. APPROVAL OF MINUTES – MARCH 10, 2008

Councilman Moody moved and **Councilwoman Bracey seconded** to dispense with the reading of the minutes from the regular meeting held on March 10, 2008, 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 and Bill Wilson recognized Matt Clark for his **30 years** of service with Public Works effective April 25, 2008. All clapped in recognition of Mr. Clark.

6. WELCOME TO PARK VIEW HIGH SCHOOL STUDENTS

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

Mark Clements, Jr.	Laurissa Cottingham	Sam Crews
Ethan Crowder	Alyssa Dugger	Samiuah Garnes
Danny Jarrell	Kristen Jones	Nick Lambert
Brittany Mason	Abby Mills	Brooke Morgan
TC Sasser	Rebekah Upton	Diondra Wright
Stuart Wright		

Mayor Horne wished the students a safe prom on May 3.

7. CODE COMPLIANCE OFFICIAL’S REPORT

Charles Hudson presented his report of activity for the month of March 2008 as follows:

Inspections Completed	-	70
Permits Issued	-	46
Fees Collected	-	\$ 6,680.83
UEZ Exemption	-	\$ Ø
Rehab Exemption	-	\$ Ø
General Exemption	-	\$ 125,000.00
Work Value	-	\$ 934,904.00
Jobs Completed	-	25

Councilman Barbour moved and **Councilman Sasser seconded** to approve the report of the Code Compliance Official for the month of March 2008 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 March 2008. Chief Hudson informed Council there was a total of 177 arrests and 453 call types in March. He presented the following administrative news:

- Ronnie Edmonds, Calvin Holmes, Tony Solomon and Jamie Velvin attended Law Enforcement In-Service at the police department.
- Chris Parrott attended the Annual DUI Conference at Virginia Beach.

Chief Hudson reported that \$12,751.77 was cleared from the public auction held on March 29, 2008.

Councilwoman Bracey commented that the police department looks nice. The ceiling tiles are at the site and ready to be installed.

Councilman Sasser moved and **Councilman Moody seconded** to approve the report of the Police Department for the month of March 2008 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 March 2008:

A. Monthly Financial Report

Ms. Porter submitted the financial report for month ended March 31, 2008 as follows:

General Fund	-	\$4,515,885.50	Investment Account	-	\$1,228,592.21
Water and Sewer Fund	-	58,652.77	2002 G.O. Bond	-	\$ 119,094.41
Cemetery Fund	-	50,754.79	Certificate of Deposit	-	\$ 80,000.00
CDBG2 Halifax	-	54.67	Total Police Dept. Savings	-	\$ 9,041.31
Total in Checking	-	\$4,625,347.73	Total Past Due Taxes All Yrs.-	\$	87,508.34

Councilwoman Bracey moved and **Councilman Kidd seconded** to approve the financial report for month ended March 31, 2008 as submitted by Heidi Porter. The motion was adopted by unanimous consent.

B. Proposed Amendment to Business License Due Date

Ms. Porter reported that under Section 78-111 of the Code of the Town of South Hill, business licenses are due March 1. The current procedure for business licenses is as follows:

- January 10 – Mail application to business.
- February 20– Mail invoice if application has been returned.
- March 1 – Payment of business license is due; if payment is not received, a 10% penalty is assessed.

Ms. Porter went on to say that eight days is an extremely short period of time to mail the invoice, have the businesses write a check and mail it back to the Town Office. In an effort to give the businesses additional time to return their payment, staff proposes the code be changed to reflect a new payment due date of March 15.

Councilman Moody inquired if there would be any advantage to moving the due date to April 1. Ms. Porter commented that their year-end figures should be completed by then, and March 15 should be plenty of time.

Councilman Sasser moved and **Councilwoman Feggins-Boone seconded** to authorize a Public Hearing to be held on May 12, 2008 to amend Section 78-111 of the Code of the Town of South Hill to change the current business license due date from March 1 to March 15. The motion was adopted by unanimous consent.

Ms. Porter informed Council that \$519,314.36 has been collected for business licenses for the first quarter of 2008. There is approximately \$5,000 still to be collected.

Councilman Barbour commented that he has received several calls from people who moved here from another county who did not get to the Chamber of Commerce on time to purchase their vehicle stickers. They were used to being notified in the mail. He mentioned that this is a real problem considering the severe penalty. He asked if the due dates could be placed on next year's water

bill and on the Town website. Kim Callis commented that if one moves to the community after April 1, the penalty should not be applied. Staff will check with the Chamber of Commerce on their policies.

In answer to a question from Mayor Horne, Ms. Porter stated that in general, a positive response has been received regarding the new water bills. A few customers were confused with the new format, but staff has done a great job of explaining the changes.

Councilman Barbour commented that the personal property tax bills are confusing because of the two different amounts shown. Ms. Porter commented that the programmers have fixed that glitch.

10. CITIZENS TO ADDRESS COUNCIL

Mayor Horne informed guests that Council permission is required to use Centennial Park only when groups of 100 or more are expected.

A. Tommy Zincone – Alzheimer’s Memory Walk at Centennial Park on October 2

Tommy Zincone addressed Council to request permission for the Alzheimer’s Memory Walk to be held at Centennial Park on October 2, 2008. The walk will take the same route as last year and will still take place if it is raining.

Councilman Barbour moved and Councilman Kidd seconded to authorize the Alzheimer’s Memory Walk to be held on October 2, 2008 at Centennial Park. The motion was adopted by unanimous consent.

B. Martha Williams, Chairperson for the Southside Youth Development Corp., Inc. – Youth Activity at Centennial Park on June 7

Waverly E. Brown, Sr., President of the Southside Youth Development Corp., Inc., informed Council that their faith-based organization was formed around 15 years ago in an attempt to provide a medium for the development of youth. Martha Williams addressed Council to request permission for the Southside Youth Development Corp., Inc. to hold a youth activity including games, skits and educational material at Centennial Park on June 7, 2008. Mr. Callis reminded them that the picnic shelter can be reserved for their organization, but the rest of the park needs to stay open for children to have access to the playground equipment.

Ms. Williams also requested permission to have a walk (that is to be established) on June 7, 2008 to help raise money for their upcoming summer program this year. Mayor Horne commented that they should visit with the police department to coordinate an exact route and come back to the May 12 Council meeting for permission for the walk.

Councilman Gregory moved and Councilman Barbour seconded to authorize the Southside Youth Development Corp., Inc. to hold a youth activity at Centennial Park on June 7, 2008 from 10:00 a.m. to 2:00 p.m. The motion was adopted by unanimous consent.

C. Thelma Brown, United Fellowship Ministries, Intl. – Revival at Centennial Park on August 30

Thelma Brown addressed Council to request permission for United Fellowship Ministries, Intl. to hold a revival at Centennial Park to reach out to the community on August 30, 2008.

Councilman Barbour moved and **Councilman Kidd seconded** to authorize United Fellowship Ministries, Intl. to hold a revival at Centennial Park on August 30, 2008 from 11:00 a.m. to 5:00 p.m. The motion was adopted by unanimous consent.

D. Floyd Edmonds, Southside Rescue Squad, Inc. – Bucket Drive on May 24, 2008

On behalf of the Southside Rescue Squad, Inc., Floyd Edmonds informed Council that Dr. David Brown and Dr. Wallace Horne are the Southside Rescue Squad, Inc. Medical Directors. The Southside Rescue Squad, Inc., which will be 50 years old in 2010, received an award for Outstanding EMS Agency for 2007 from the Old Dominion EMS Alliance. They were also nominated for the 2007 Governor's Award but lost out to a squad in northern Virginia. They received several awards at the convention. Mr. Edmonds went on to say that they are the only volunteer squad in the state to have their own accreditation for EMT (now have additional accreditation for EMT and Paramedic). They have formed their own school, the Southside Rescue Squad Training Center, in which college credits are received for any classes taken there. 2,010 calls were run last year with 52% of those being inside the corporate limits. They handle a lot of transfers from doctors' offices to the hospital as well as all of the Med Flight transfers from the hospital to the helipad (fees are handled through the hospital). If the current seven students pass the paramedic course, then the rescue squad's total will be 22 paramedics. 1200 hours are required to become a paramedic. The Southside Rescue Squad, Inc. currently has three paid positions. A heavy-duty crash truck with portable equipment has just been purchased which will allow the paramedics to handle everything but transporting someone. Future plans include the replacement of an ambulance, which will cost around \$150,000.

Mayor Horne stated that South Hill is privileged to have the South Hill Volunteer Fire Department and the Southside Rescue Squad. He thanked them for the outstanding job they do. All clapped in recognition.

Mr. Edmonds requested permission to hold a bucket drive on May 24, 2008 from 7:00 a.m. to 3:00 p.m.

Councilman Kidd moved and **Councilwoman Feggins-Boone seconded** to authorize the Southside Rescue Squad to hold their Annual Bucket Drive on May 24, 2008 from 7:00 a.m. to 3:00 p.m., in coordination with the Police Department. The motion was adopted by unanimous consent.

11. COMMITTEE REPORTS

Mayor Horne reported that work has been proceeding at the Colonial for two months now, and everything is going well. 95% of the first phase has been gutted. Actual building should begin by the first of next week. Mayor Horne invited those interested to tour the Colonial with him. Hard hats are required.

12. APPOINTMENTS

A. Industrial Development Authority (IDA)

Mayor Horne reported that the four-year terms of Ben Taylor and Jerry Reynolds on the IDA will expire on May 5, 2008. He recommended their reappointments, which they have agreed to serve.

Councilwoman Bracey moved and **Councilman Kidd seconded** to reappoint Ben Taylor and Jerry Reynolds to the IDA. The four-year terms commence May 6, 2008 and end on May 5, 2012. The motion was adopted by unanimous consent.

13. TOWN MANAGER'S REPORT

Kim Callis submitted the following report for the month of March 2008:

A. Public Hearing for Proposed FY09 Budget and Rates

Mr. Callis reported that staff has completed a series of meetings with Department Heads, the Mayor and the Budget and Finance Committee and has a draft budget for Council's consideration. Mr. Callis thanked everyone for their hard work and mentioned that all were well prepared. He recommended that staff advertise for a Public Hearing on the proposed FY08-09 budget, tax rates and water and sewer rates at the May 12, 2008 Council meeting. The ads will run in the April 30 and May 3 editions of the South Hill Enterprise. The final adoption of the budget will be scheduled for June 9, 2008.

Councilman Kidd moved and **Councilwoman Feggins-Boone seconded** to authorize staff to advertise for a Public Hearing on the proposed FY08-09 budget, tax rates and water and sewer rates at 7:00 p.m. on May 12, 2008 at the South Hill Municipal Building. The motion was adopted by unanimous consent.

B. Enhancements to Town Website

Mr. Callis thanked Anna Cratch for a job well done in creating a new Town website on her own initiative, which is more current and user friendly, allows updates to be done internally, and provides more links to related websites. This will save the Town around \$30 a month.

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

C. Town Cemeteries

Mr. Callis informed Council that the Cemetery Committee met on April 9 to discuss improvements to Oakwood and Westview Cemeteries and to address policies and regulations regarding ongoing maintenance issues. Staff will be meeting with a few citizens who have expressed an interest to get their input on how to improve the appearance of the cemeteries. Staff will also seek ideas from funeral directors. Once all ideas are compiled, the proposed cemetery regulations will be presented to Council for consideration and adoption.

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

D. Department of Corrections (DOC) Water Rates

Mr. Callis reported that staff met with Tim Newton, DOC Environmental Services Director, on April 11, 2008 to discuss water rates charged to the DOC. Mr. Newton indicated the DOC would like to be invoiced in May 2008 for their accumulated deficit for water service billings so that the rate charged beginning with the July 2008 billing cycle can be minimized. Mr. Newton prefers to receive the bill in May so that more current actual consumption data can be used in determining the

lump sum payment. The DOC plans to make the payment within one month of receiving the invoice. Mr. Newton pointed out that South Hill's water rates are the lowest that the DOC pays in the state of Virginia.

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

E. South Hill Events

Mr. Callis thanked Public Works for their hard work at the first Affair on the Square in 2008. Great comments have been received regarding the event.

Mr. Callis reminded everyone of SpringFest starting at 10:00 a.m. on May 10 on Main Street and Brooke Avenue. Beginning at 2:00 p.m., the first annual South Hill Music Fest will take place on the upper field at Centennial Park. Gates will open at 2:00 p.m. with a \$5 admission. Three bands are scheduled with the first one starting at 3:00 p.m. Food and drink will be available.

14. HUMAN RESOURCES MANAGER'S REPORT

Julie Hancock presented the following administrative news for the month of March 2008:

1) Education

- Mark Novsak, Jerry Eyler and Keith Miller, all of Public Works, completed training on March 13 in CFC-12 Refrigerant and Service Procedures as required by Section 609 of the Clean Air Act.
- Brad Clark, Public Works, completed the requirements for his Virginia CDL Class B on March 27.
- Wayne Hudson attended a class on Fats, Oils and Grease Management on March 4 and 5 and another class on Residuals and Biosolids March 31 to April 2. Both classes were presented by the Water Environment Federation.

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

15. PUBLIC WORKS DIRECTOR'S REPORT

Bill Wilson submitted the following report for the month of March 2008:

A. IFB 08-01: Asphalt Overlay and Traffic Marking

Bill Wilson informed Council that the Town received one bid on March 27, 2008 for IFB 08-01: Asphalt Overlay and Traffic Marking. The bid result was as follows:

CONTRACTOR	TOTAL BID
B. P. Short and Son Paving Company	\$140,955.00

When asked by Councilman Barbour if only one bid is normally received, Mr. Wilson stated that no one is able to compete with them. The current balance in account 10 0126.5407, Street Maintenance is \$310,042.00. The project will include (1) 2,750 feet of 2 inch asphalt overlay on N. Mecklenburg Avenue, from Franklin Street to Ferrell Street (estimated asphalt tonnage is 1,250); (2)

11,305 square yards of milling; and (3) 5,500 linear feet of striping. Four inches of asphalt will have to be milled on Mecklenburg Avenue, and traffic control will be required. This job should start around May 15 and be finished in a week.

Councilman Barbour moved and **Councilman Sasser seconded** to award the bid for IFB 08-01, Asphalt Overlay and Traffic Marking in the amount of \$140,955.00 to B. P. Short and Son Paving Company. Funding for this project shall come from Street Maintenance, 10 0126.5407. The motion was adopted by unanimous consent.

16. OLD BUSINESS

There was no old business.

17. NEW BUSINESS

There was no new business.

18. ADJOURNMENT

There being no further business matters before the South Hill Town Council, Mayor Horne adjourned the meeting at 7:41 p.m.

Respectfully submitted by Anna B. Cratch.

Earl O. Horne, Mayor

Attest:

Anna B. Cratch, Town Clerk