



SOUTH HILL TOWN COUNCIL

SPECIAL MEETING MINUTES

MONDAY, MAY 12, 2008 AT 6:00 PM

A special meeting of the South Hill Town Council was held on Monday, May 12, 2008 at 6:00 p.m. prior to the regular meeting. The work session, which was held to review the Town's proposed budget for FY08-09, took place in the Council Chambers of the South Hill Municipal Building located at 211 South Mecklenburg Avenue in South Hill, Virginia.

Those in attendance were Earl O. Horne, Chad J. Barbour, M. B. "Millie" Bracey, J. Woodrow "Woody" Kidd, Mike Moody, C. Leroy Sasser, Kim Callis, Anna B. Cratch, Julie Hancock, Charles Hudson, Norman Hudson, Heidi Porter, Bill Wilson, Wade Crutchfield, Wayne Hudson, Mark Novsak, Robert Owens and Jon Taylor.

The special meeting was adjourned at 6:35 p.m.

REGULAR MEETING MINUTES

7:00 PM

The regular monthly meeting of the South Hill Town Council was held on Monday, May 12, 2008 at 7:00 p.m. 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 rendered 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 | J. Woodrow "Woody" Kidd |
| Mike Moody | C. Leroy Sasser | |

Council members William R. Gregory and Gregg Harper were not present at the meeting.

B. Staff in Attendance

Kim Callis, Town Manager
Julie Hancock, Human Resources Mgr.
Norman Hudson, Police Chief
Bill Wilson, Public Works Dir.

Anna Cratch, Town Clerk
Charles Hudson, Code Compl. Official
Heidi Porter, Finance Director

4. ANNOUNCEMENT OF SPECIAL MEETING

Mayor Horne announced that the Town will hold a Special Town Council Meeting on May 29, 2008 at 7:30 p.m. in the Council Chambers of the South Hill Municipal Building for the purpose of choosing someone to serve the unexpired term of Councilman Cook. Candidates will have the opportunity to address Council at that time. Interested candidates should send their qualifications to fill Mr. Cook’s seat in Ward 1 to the Town Office by May 19, 2008 for Council to review before the special meeting. Envelopes should be addressed to the Town Council of South Hill c/o Ward 1 Council Seat, 211 S. Mecklenburg Avenue, South Hill, VA 23970. This appointment will be in effect until June 30, 2010. The seat will be up for election at the general election in 2010 to put it back in its four-year cycle.

5. APPROVAL OF MINUTES – APRIL 14, 2008

Councilman Barbour moved and Councilman Sasser seconded to dispense with the reading of the minutes from the regular meeting held on April 14, 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.

6. PUBLIC HEARINGS

A. Heidi Porter – Proposed Amendment to the Business License Code

Heidi Porter opened the Public Hearing for comments for and against the proposed amendment to Section 78-111 of the South Hill Town Code, which will reflect a new payment due date for business licenses of March 15 instead of March 1. The Public Hearing was advertised in the South Hill Enterprise on April 30 and May 7, 2008.

There were no speakers in favor of or against the proposal.

Councilman Kidd moved and Councilman Barbour seconded to amend Section 78-111 of the South Hill Town Code to reflect a business license due date of March 15 instead of March 1. A **roll-call vote** was requested and voiced as follows:

| | |
|---------------------------|--------------------------|
| Councilman Barbour-Aye | Councilwoman Bracey-Aye |
| Councilman Gregory-Absent | Councilman Harper-Absent |
| Councilman Kidd-Aye | Councilman Moody-Aye |
| Councilman Sasser-Aye. | |

B. Kim Callis – Proposed FY08-09 Budget and Rates

Kim Callis opened the Public Hearing for comments for and against the proposed FY08-09 budget and rates for the Town of South Hill. The Public Hearing was advertised in the South Hill Enterprise on April 30 and May 4, 2008.

Mr. Callis gave a PowerPoint presentation explaining the major highlights of the proposed FY09 budget. The proposed budget expenditure and revenue projections are as follows: General Fund - \$9,310,914; Water and Sewer Fund - \$3,303,860; and Cemetery Fund - \$ Ø. An increase was proposed for the Meals and Lodging Tax from 4.5% to 5.5%. It was also proposed to increase the Landfill Tipping Fee amount from \$25/ton to \$29.50/ton. No other increases were proposed. Projections include a Water and Sewer Fund deficit of \$284,995; a debt service increase of \$285,000 (tied to the Meals and Lodging Tax increase); and \$446,490 of capital projects. Medical insurance premiums are up 9%. A 2.3% COLA is proposed for employees.

\$85,000 of the Water and Sewer fund deficit is a grant match to make improvements in Twin Oaks. The biggest spending increase is in Community Development, of which \$2.5 million is related to a general obligation bond that will be issued to help pay for some improvements in Town, primarily the refurbishment of the Colonial Theatre and also some infrastructure improvements to Water and Sewer if funds are available.

Tommy Zincone, President of the South Hill Revitalization Committee, spoke in support of the Colonial Theatre stating that it is an important part of the downtown area.

Scott Burnette, CEO of Community Memorial Healthcenter, added his support to the funding of the Colonial Theatre mentioning that they do a lot of recruiting for physicians coming to the area. A Colonial Center for the visual and performing arts is a big incentive. Mr. Burnette also commented that having other people passing through the community that don't live here helping to pay for the project is a smart move.

Tammy Manning, President of the South Hill Chamber of Commerce, stated that they are in favor of the Colonial Theatre, which will be a great calling card.

Stuart Taylor, Chairman of the South Hill Planning Commission, mentioned that the Colonial Theatre will be an improvement to South Hill and will help bring industry to the Town.

Michael Carter, Chairman of the South Hill Market Square Committee, stated they strongly support the Colonial Theatre. He offered the services of his company if they could help in any way.

Steve Watkins, Vice President of the South Hill Community Development Association, commented that they look forward to the Colonial Theatre being a success.

On behalf of the South Hill Performing Arts Council, Mary Lou Kellogg spoke in support of the renovation of the Colonial Theatre.

Timmy Siverd, President of the Student Government Association for Park View High School, offered their support also for the Colonial Theatre Project.

There were no speakers against the proposal.

Councilman Barbour moved and **Councilwoman Bracey seconded** to authorize the proposed budget for FY08-09 be placed on the agenda for approval and adoption at the regular scheduled Town Council meeting to be held on June 9, 2008 at 7:00 p.m. at the South Hill Municipal Building. The motion was adopted by unanimous consent.

Mayor Horne thanked everyone for being present at the Council meeting and for their comments of support, which are greatly appreciated.

7. CODE COMPLIANCE OFFICIAL’S REPORT

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

| | | |
|-----------------------|---|---------------|
| Inspections Completed | - | 70 |
| Permits Issued | - | 20 |
| Fees Collected | - | \$ 1,397.41 |
| UEZ Exemption | - | \$ Ø |
| Rehab Exemption | - | \$ Ø |
| General Exemption | - | \$ 299,870.00 |
| Work Value | - | \$ 398,064.00 |
| Jobs Completed | - | 27 |

Councilman Kidd moved and **Councilman Sasser seconded** to approve the report of the Code Compliance Official for the month of April 2008 as submitted by Charles Hudson. The motion was adopted by unanimous consent.

8. POLICE CHIEF’S REPORT

Norman Hudson explained the new format to his report by stating that his secretary just completed a class at the LCAKC. He presented his police report for the month of April 2008. Chief Hudson informed Council there was a total of 174 arrests and 430 call types in April. He presented the following administrative news:

- Brandon Fleming, Chris Parrott, Calvin Holmes and Lance Thomas completed 40 hours of Survival Spanish at the training academy in Lynchburg.
- Calvin Holmes and Donna Burch completed the 10-week entry-level Excel and Word classes at LCAKC.

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

A. Monthly Financial Report

Ms. Porter submitted the financial report for month ended April 30, 2008 as follows:

| | | | | | |
|----------------------|---|----------------|--------------------------------|----|----------------|
| General Fund | - | \$4,410,936.33 | Investment Account | - | \$1,229,751.81 |
| Water and Sewer Fund | - | 73,218.00 | 2002 G.O. Bond | - | \$ 119,311.31 |
| Cemetery Fund | - | 50,754.79 | Certificate of Deposit | - | \$ 80,000.00 |
| CDBG2 Halifax | - | <u>454.67</u> | Total Police Dept. Savings | - | \$ 9,053.04 |
| Total in Checking | - | \$4,535,363.79 | Total Past Due Taxes All Yrs.- | \$ | 76,470.31 |

Councilwoman Bracey moved and Councilman Kidd seconded to approve the financial report for month ended April 30, 2008 as submitted by Heidi Porter. The motion was adopted by unanimous consent.

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:

Lindsay Barton Jessica Conway Brittany Davis Cailin Pearce
Clint Thompson

B. Mickey Sims – Buggs Island Telephone Cooperative (BIT)

On behalf of BIT, Mickey Sims informed Council that BIT is looking forward to deploying more technology. They first had to take care of their traditional service area. They are upgrading their network and plan to be able to deliver DSL Broadband high-speed Internet access service availability to all subscribers by July 1, 2008, not just those that live within 18,000' of the central office. BIT will also be able to offer in their service area video (cable television) service using IPTV, the latest technology available. Service date availability for this high demand item is December 1, 2008. Services will be comparable to DirecTV services. BIT will not use the satellite type system nor bring fiber to the home as Verizon does; theirs will be the equivalent of fiber to the home but it is wireless. BIT's system will actually be a little more robust than fiber for internet access and comparable for video. South Hill is BIT's target market. They have completed acquisition of 700 Megahertz Wireless Spectrum in the FCC Auction that ended March 18, 2008. They are engineering a new robust cellular and high-speed Internet (fixed and mobile) access network for deployment in the first half of 2009. The first deployment will be in Mecklenburg and Brunswick Counties to provide cellular type services in the areas where services are very poor. Additional services are to be built in the remaining 14 county service area and available by June of 2009 with the assistance of their financial partners. This technology is currently deployed in Europe, not the United States. Analog televisions will no longer be able to be used after February 19. Mr. Sims commented that BIT is extremely excited about the changes and looks forward to coming to the Town of South Hill and asking for a franchise within the next two years.

C. Martha Williams, Chairperson for the Southside Youth Development Corp., Inc. – Walk on June 7

In the absence of Martha Williams, Mayor Horne reminded Council that Ms. Williams requested permission at the April 14, 2008 Council meeting for the Southside Youth Development Corp., Inc. to have a walk (that was to be established) on June 7, 2008 to help raise money for their upcoming summer program this year. She was informed at that meeting to visit with the police department to coordinate an exact route and come back to the May 12 Council meeting for permission for the walk. They have met with Chief Hudson and a route has been approved.

Councilwoman Bracey moved and Councilman Kidd seconded to authorize the Southside Youth Development Corp., Inc. to hold a walk on June 7, 2008. The motion was adopted by unanimous consent.

11. COMMITTEE REPORTS

On behalf of the South Hill Revitalization Committee, the South Hill Chamber of Commerce and the South Hill Market Square Committee, Kim Callis thanked the Town Council, the South Hill Police Department, the Public Works department and staff for their hard work over the weekend for SpringFest and the first South Hill Music Festival. It was a tremendous success and everyone's help and cooperation is appreciated. Tommy Zincone commented that the art venue was a tremendous success, and the artists were very satisfied. Mayor Horne mentioned that the art show had a good turnout, and Ray Cherry's painting of the Colonial Theatre as seen in the late 1920's was absolutely beautiful. Mr. Cherry painted it using six or seven postcards lent to him by Mayor Horne. Canvas and paper prints are available for sale. Ten percent of the profits from the sales of the painting will be donated to the Colonial Theatre.

12. APPOINTMENTS

A. Board of Zoning Appeals (BZA)

Mayor Horne reported that due to a conflict of interest, Ed Taylor was no longer able to serve on the BZA board. Council approved moving Ed Pernell from an Alternate to a Board Member in December of 2007. Mayor Horne recommended the appointment of Brian Mosier to serve as the Alternate.

Councilman Kidd moved and Councilman Barbour seconded to appoint Brian Mosier to serve as an Alternate on the BZA. The five-year term will commence on May 13, 2008 and end on May 12, 2013. The motion was adopted by unanimous consent.

13. TOWN MANAGER'S REPORT

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

A. Water Billing for the Department of Corrections (DOC)

Mr. Callis reported that by contract, the Town adjusts the bill for water service provided to the Baskerville and Mecklenburg County DOC facilities every two years. Rates reflect current cost of service plus or minus accumulated deficits or surpluses. Over the past several months, staff has been discussing with Tim Newton of the DOC the possibility of a lump sum payment to cover the accumulated deficit so that the current rate increase can be minimized. The DOC has indicated its preference for a lump sum payment and a lower rate. On May 5, staff rendered a bill to the DOC for \$201,005 for the accumulated deficit. If payment is received prior to July 1, the new DOC rate will be \$4.40 per 1,000 gallons. Should payment not be received, the rate will be \$6.43 per 1,000 gallons.

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

B. Proposed Real Property Tax Increase

Mr. Callis informed members that under Section 58.1-3321 of the Virginia law, when annual, biennial or general reassessments of real property result in tax increases of more than one percent, local governments are required to hold a public hearing if the tax rate is not lowered so that overall tax levies increase by one percent or less. Staff is recommending that the rate be left at 34¢. Notice of the hearing must be published at least 30 days prior to the hearing. Mr. Callis presented

Council with a notice published in the April 27 edition of the South Hill Enterprise. The public hearing will be held at 7:00 p.m. on May 29, 2008 in the Council Chambers.

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

C. South Hill Visitors Map

Mr. Callis reported that staff has been working with the SPDC and the Chamber of Commerce to update the South Hill Visitors Map. He presented Council with a draft version of the street map. The updated version will be a six-fold map measuring 19" x 25" and will reflect Town streets on one side and points of interest on the other. Thanks to Anna Cratch, an internet link to the map is included on the Town's website.

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

D. Sale of Abandoned Railroad Right of Way (ROW)

Mr. Callis informed Council that the South Hill Industrial Development Authority (IDA) and the Town of South Hill own several sections of the abandoned Norfolk & Western Railroad ROW that extends through Town along Main Street and Plank Road. Periodically Town staff and the IDA are approached by owners of adjoining properties who wish to purchase portions of the ROW. Staff is requesting authorization to work with the IDA to sell, upon request by adjoining property owners, sections of the ROW identified on the Mecklenburg County Tax Map as parcels 078A17((A)) P3 and 078A16((A)) P4 and P5. It is unlikely these areas can be used for Town purposes as they are bordered by other property owners. A portion of the P3 ROW was sold to Lawrence Distributing Company several years ago. The rights of way located in other parts of Town have potential for a variety of purposes and should not be sold.

On behalf of the IDA, Steve Watkins mentioned that funds from the sales are split 50/50 between the Town and the IDA.

Councilman Barbour moved and Councilwoman Bracey seconded to authorize Town staff to work with the IDA to sell, upon request by adjoining property owners, sections of the abandoned railroad ROW identified on the Mecklenburg County Tax Map as parcels 078A17((A)) P3 and 078A16((A)) P4 and P5. Staff is further authorized to execute documents necessary to complete the sales transactions. The motion was adopted by unanimous consent.

14. HUMAN RESOURCES MANAGER'S REPORT

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

1) Summer Employees

- Trumaine Rainey started April 28.

2) Education

- Keith Miller, Public Works, completed the requirements for the Virginia CDL Class B on April 7.

- Charles Hudson, Code Compliance, attended the Virginia Plumbing and Mechanical Inspectors Association (VPMIA) Annual School of Instruction April 9 through 11. He also attended the Virginia Building Code Officials Association (VBCOA) Midyear Meeting on April 28.
- Mark Novsak, Nelson Ratcliffe and Brian Bratten, Public Works, completed two required continuing education courses on April 15. The classes, Pumps and Controls and Valves and Hydrants Demo, were given by VA Rural Water.
- Daniel Martin, Public Works, completed Changes to 40CFR, a class dealing with federal requirements for labs presented by VA Rural Water on April 16.
- The following twelve Town employees coming from Public Works, Finance, Code Compliance and the Police Department completed the 10-week entry-level Excel and Word classes at the LCAKC: Stacy Archer, Donna Burch, Matt Clark, Allen Elliott, Jerry Eyler, Tony Hinkle, Calvin Holmes, Gladys Jenerette, Daniel Martin, Pat Newman, Robert Owens and Nelson Ratcliffe.

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 April 2008:

A. Capital Project – Seventh Street Water Line Replacement

Mr. Wilson informed Council that Public Works has replaced an old 2" galvanized water line on Seventh Street with a 6" C900 (PVC) water line. Approximately 1,050' of new line was laid, including a fire hydrant at the end of the line. The service lines to the eight or nine houses will be connected soon. The material cost for this FY08 Capital Project was approximately \$7,500.

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

B. Hollydale Phase 2

Mr. Wilson reported that the Town has recently released the Payment Bond and the Performance Bond to J. A. Barker Construction Company for the construction of the Hollydale Phase 2 subdivision. Upon release of this Surety, the Town accepts the transfer of ownership of the streets and associated appurtenances including the utility lines from J. A. Barker Construction Company. All maintenance associated with the streets and utilities will henceforth be the obligation of the Town.

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