



## SOUTH HILL TOWN COUNCIL

### REGULAR MEETING MINUTES

**MONDAY, NOVEMBER 10, 2008 AT 7:00 PM**

The regular monthly meeting of the South Hill Town Council was held on Monday, November 10, 2008 at 7:00 p.m. in the Council Chambers of the South Hill Town Hall 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**

Lillie Feggins-Boone	M. B. "Millie" Bracey	William R. Gregory
J. Woodrow "Woody" Kidd	Mike Moody	C. Leroy Sasser

Council members Chad J. Barbour and Gregg Harper were not present at the meeting.

##### **B. Staff in Attendance**

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

#### **4. APPROVAL OF MINUTES – OCTOBER 14, 2008**

**A motion was made by Councilman Moody, second by Councilman Gregory,** to dispense with the reading of the minutes from the regular meeting held on October 14, 2008, since all Council members had received copies prior to the meeting, and approve as submitted by Anna Cratch. Motion carried unanimously.

#### **5. SERVICE AWARDS**

Norman Hudson presented a Certificate of Accomplishment and commended Tony Solomon of the Police Department for his 10 years of service to the Town effective November 16, 2008.

**6. CODE COMPLIANCE OFFICIAL'S REPORT**

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

Inspections Completed	-	46
Permits Issued	-	35
Fees Collected	-	\$ 4,253.83
UEZ Exemption	-	\$ Ø
Rehab Exemption	-	\$ Ø
General Exemption	-	\$ 56,600.00
Work Value	-	\$ 667,845.00
Jobs Completed	-	23

New businesses for the month of October include Buggs Island Telephone Co-Op and Lakulesh, Inc. (new owners).

**A motion was made by Councilman Kidd, second by Councilman Moody,** to approve the report of the Code Compliance Official for the month of October 2008 as submitted by Charles Hudson. Motion carried unanimously.

**7. POLICE CHIEF'S REPORT**

Norman Hudson presented his police report for the month of October 2008. Chief Hudson informed Council there were a total of 229 arrests, 647 complaints and 463 call types in October. He presented the following administrative news:

- Harvey King completed eight hours of Defensive Tactics Instructor Recertification at the training academy in Lynchburg.
- Ronnie Edmonds was recognized at a dinner in South Boston for his drunk driving arrests for the past year.
- Jamie Velvin instructed Defensive Driving at the training academy in Lynchburg.
- Bernie Puryear instructed Crime Scene Practicals at the training academy in Lynchburg.

**A motion was made by Councilman Sasser, second by Councilman Kidd,** to approve the report of the Police Department for the month of October 2008 as submitted by Chief Hudson. Motion carried unanimously.

**8. FINANCE DIRECTOR'S REPORT**

**A. Monthly Financial Report**

Heidi Porter submitted the financial report for month ended October 31, 2008 as follows:

General Fund	-	\$3,795,962.41	Investment Account	-	\$1,242,149.32
Water and Sewer Fund	-	127,394.81	2008 G.O. Bond	-	\$2,237,742.54
Cemetery Fund	-	52,024.79	Certificate of Deposit	-	\$ 70,000.00
CDBG2 Halifax	-	2,896.52	Total Police Dept. Savings	-	\$ 12,591.54
Twin Oaks II	-	<2,468.50>	Total Past Due Taxes All Yrs.-	\$	47,533.77
Total in Checking	-	\$3,975,810.03			

**A motion was made by Councilwoman Bracey, second by Councilman Sasser,** to approve the financial report for month ended October 31, 2008 as submitted by Heidi Porter. Motion carried unanimously.

**B. Budget Amendment**

Ms. Porter informed Council that staff is planning to implement a new phone system whereby the phone calls for the Town Shop and Town Hall will all come into the Town Hall. A receptionist will answer the phone and forward the calls to the appropriate person or department. As part of the FY08-09 budget, staff included \$35,315.70 to hire a clerical person to perform administrative duties for the Town Shop. Upon further review, staff recommends implementing a new phone system at an approximate cost of \$17,000 which would save \$18,315 this year.

**A motion was made by Councilwoman Bracey, second by Councilman Sasser,** to amend the FY08-09 budget to transfer \$35,315.70 from Fleet Maintenance to Facilities Maintenance. Motion carried unanimously.

**9. CITIZENS TO ADDRESS COUNCIL**

**A. Park View Political Science Students**

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

Devron Buchholz                      Sylvia Caldwell

**B. Zeb Elliott, Buggs Island Telephone Cooperative (BIT) – Telecommunications Franchise Request**

On behalf of BIT, Zeb Elliott addressed Council to request a telecommunications franchise with the Town. Mr. Elliott requested permission to use South Hill's streets and alleys for the installation of telecommunication equipment. BIT will utilize the existing Dominion Virginia Power poles and will follow existing cable routes. Mr. Elliott reported that BIT will offer telephone and broadband initially in the Town of South Hill to existing subscribers. Services will be provided to commercial accounts before expanding to serve residents. Although BIT still intends to deliver extremely high quality mobile voice and broadband service and eventually some video services via the recently acquired 700-Megahertz Spectrum, wireless spectrum plans are delayed due to the absence of needed equipment including switches and base stations. Accordingly, BIT is relegated to offering video services initially through a bundled package that includes resale of existing satellite services priced at competitive rates. BIT will be a combination of wireless and fiber facilities, not copper. The timeframe for the project will be based on demand.

**A motion was made by Councilman Kidd, second by Councilman Sasser,** to approve BIT's request for a telecommunication franchise with the Town. Motion carried unanimously.

**10. COMMITTEE REPORTS**

There were no committee reports.

**11. TOWN MANAGER'S REPORT**

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

**A. South Hill Revitalization Phase 2 Contract Award**

Mr. Callis informed Council that the Town opened five sealed bids on November 5, 2008 for Phase 2 of the South Hill Revitalization Project. The total base bids were as follows:

CONTRACTORS	BIDS
MCC Acquisitions, Inc. d/b/a Virginia Carolina Paving Co.	\$218,750
Castle Heights Construction Co., Inc.	\$226,580
J. Harmon Saunders Construction, Inc.	\$257,482
HLD, Inc.	\$299,500
Messer Contracting, LLC	\$336,126

The official contract award cannot be made until VDOT approves the bid; therefore, so that construction will not be further delayed, staff recommends that Council tentatively award the contract to MCC Acquisitions, Inc. (d/b/a Virginia Carolina Paving Co.) pending VDOT approval which is expected in two to four weeks. Virginia Carolina Paving Co. has completed projects of this nature in South Boston and LaCrosse, and their work has been satisfactory according to SPDC personnel.

**A motion was made by Councilman Sasser, second by Councilman Kidd,** to award the South Hill Revitalization Phase 2 contract to MCC Acquisitions, Inc. (d/b/a Virginia Carolina Paving Co.) at a total base bid of \$218,750 pending approval from VDOT. Motion carried unanimously.

**B. 2009 Holiday Schedule**

Mr. Callis requested Council approval to observe the 2009 state holiday calendar. He also requested permission to reschedule the October 12, 2009 Council meeting to October 13 in observance of Columbus Day. Upon approval of the holiday schedule, the 2009 Holiday Trash Collection Calendar will be publicized in December.

**A motion was made by Councilman Moody, second by Councilwoman Feggins-Boone,** to adopt the 2009 Commonwealth of Virginia Holiday Calendar which includes the addition of closing the town offices all day on January 2 and December 24 and closing at noon on November 25; and to reschedule the October 12, 2009 Council meeting to October 13 in observance of Columbus Day. Motion carried unanimously.

**12. HUMAN RESOURCES MANAGER'S REPORT**

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

**A. Personnel Report**

**1) Resignation**

- James S. Williams, Jr., Fire Department, resigned his position as Fire Maintenance Mechanic effective November 7, 2008.

**2) Education**

- Wayne Hudson, Public Works, attended the 2008 Water Environment Federation Technical Exhibition and Conference (WEFTEC) in Chicago, Illinois October 19 to 21. Relevant to our plant upgrade was a workshop on biological nutrient removal at the John E. Eagan Water Reclamation Plant. The conference included technical sessions and vendor exhibits. Last year, WEFTEC had over 20,000 attendees and over 1,000 exhibitors.
- Charles Hudson, Code Compliance, attended the Virginia Building and Code Officials Association and Virginia Plumbing and Mechanical Inspectors Association Joint Conference October 26 to 29. The conference included educational/technical sessions as well as business meetings for both organizations.

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

**13. PUBLIC WORKS DIRECTOR'S REPORT**

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

**A. New Baseball/Softball Field Construction**

Bill Wilson reported that a new field was completed on November 3 at Parker Park due to the overwhelming demand for local baseball and softball fields for both practice and game scheduling. The new field has a playing distance of 130' allowing sanctioned tournaments to be played for the Dixie Youth Darlings.

Mayor Horne commended Bill Wilson, Heidi Porter, Kim Callis and all of the employees who contributed to the great job with the playing field and the remodeling of the offices at the Town Hall. By completing both of these jobs in-house, the citizens of this Town saved quite a bit of money.

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

**14. OLD BUSINESS**

There was no old business.

**15. NEW BUSINESS**

There was no new business.

**16. EXECUTIVE SESSION**

**Personnel – § 2.2-3711 (A)(1) and Legal – § 2.2-3711 (A)(7)**

Pursuant to Personnel – § 2.2-3711 (A)(1) and Legal – § 2.2-3711 (A)(7) of the Code of Virginia and on **motion of Councilman Kidd and second of Councilwoman Feggins-Boone**, the

South Hill Town Council entered into **Executive Session** to discuss personnel and legal matters. The members voted unanimously to enter into said Executive Session.

There was no action taken in Executive Session on the personnel or legal 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)(1) and 2.2-3711 (A)(7) 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.

**A motion was made by Councilman Moody, second by Councilwoman Feggins-Boone**, to approve **Resolution 234**, dated November 10, 2008, and return to **Open Session**. All members present voted affirmatively.

**17. OPEN SESSION**

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

**18. ADJOURNMENT**

There being no further business matters before the South Hill Town Council, Mayor Horne adjourned the meeting at 8:00 p.m.

Respectfully submitted by Anna B. Cratch.

Signed:

Attest:

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Earl O. Horne, Mayor

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Anna B. Cratch, Town Clerk