



SOUTH HILL TOWN COUNCIL

SPECIAL MEETING MINUTES

MONDAY, MAY 11, 2009 AT 6:00 PM

A special meeting of the South Hill Town Council was held on Monday, May 11, 2009 at 6:00 p.m. prior to the regular meeting. The work session, which was held to review the Town's proposed budget for FY09-10, took place in the Council Chambers of the South Hill Town Hall located at 211 South Mecklenburg Avenue in South Hill, Virginia.

Those in attendance were Earl Horne, Millie Bracey, Gregg Harper, Woody Kidd, Mike Moody, Leroy Sasser, Kim Callis, Anna Cratch, Julie Hancock, Charles Hudson, Norman Hudson, Heidi Porter, Bill Wilson, Wayne Hudson, Mark Novsak, Robert Owens and Jon Taylor.

The special meeting was adjourned at 6:32 p.m.

REGULAR MEETING MINUTES

7:00 PM

The regular monthly meeting of the South Hill Town Council was held on Monday, May 11, 2009 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
Gregg Harper
C. Leroy Sasser

M. B. "Millie" Bracey
J. Woodrow "Woody" Kidd

William R. Gregory
Mike Moody

Councilman Chad J. Barbour was not present at the meeting.

B. Staff in Attendance

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

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

4. APPROVAL OF MINUTES – APRIL 13, 2009

A motion was made by Councilman Moody, second by Councilwoman Feggins-Boone, to dispense with the reading of the minutes from the regular meeting held on April 13, 2009, since all Council members had received copies prior to the meeting, and approve as submitted by Anna Cratch. Motion carried unanimously.

5. PUBLIC HEARINGS

A. Kim Callis – Proposed FY09-10 Budget and Rates

Kim Callis opened the Public Hearing for comments for and against the proposed FY09-10 budget and rates for the Town of South Hill. The Public Hearing was advertised in the South Hill Enterprise on April 29 and May 2, 2009.

Mr. Callis gave a PowerPoint presentation explaining the major highlights of the proposed FY10 budget. The proposed budget expenditure and revenue projections are as follows: General Fund - \$6,463,900; Water and Sewer Fund - \$3,054,399; and Cemetery Fund - \$ Ø. An increase was proposed for the water and sewer rates to offset the Roanoke River Service Authority's rate increase of 38¢ per one thousand gallons. Mr. Callis reminded those present that South Hill's rates are significantly lower than surrounding communities. No other increases were proposed. Projections include a Water and Sewer Fund deficit of \$281,544 and \$181,386 of necessary capital projects. Medical insurance premiums are up 8%. No COLA or salary increases are proposed for employees.

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

A motion was made by Councilman Kidd, second by Councilwoman Bracey, to place the proposed budget for FY09-10 on the agenda for adoption and appropriation at the regularly scheduled Town Council meeting to be held on June 8, 2009 at 7:00 p.m. at the South Hill Town Hall. Motion carried unanimously.

Mayor Horne thanked the Budget and Finance Committee, Kim Callis and his staff for the outstanding job they did in putting the budget together with the economy as it is.

B. Charles Hudson – SE 2009-1, Request by First Baptist Church for a Playground at 191 Pennington Street

Charles Hudson opened the Public Hearing for comments for and against the request of First Baptist Church for a Special Exception Permit under Article IV, § 94.1-76 of the Town Zoning Ordinance to utilize their property located at 191 Pennington Street as a playground. The property is zoned Residential R1-10.

At the Public Hearing held on April 6, 2009, the South Hill Planning Commission voted to recommend that Council approve the special exception request provided that the following action plan is implemented.

- The playground will be used Monday through Friday, 9:00 a.m. to 3:00 p.m. for Physical Education (P.E.) classes.
- All teachers will require students to take bathroom breaks prior to P.E. class.
- Pre-K/Kindergarten classes will have an aide attend every class.
- 1st through 7th Grade classes will be under the supervision of the P.E. teacher who will have a walkie-talkie to call the office in case of emergencies.
- No child will be allowed to cross Pennington Street without a chaperone. The aides will chaperone the Pre-K/Kindergarten children, and an office representative will come to escort any other student.
- During pick up and drop times, the area will not be used.
- During the Afterschool Program from 3:30 p.m. to 5:30 p.m., the area will be used by older students ages 9 to 13 only. There will be at least two adult chaperones in this area during this time. If a student needs to cross Pennington Street, one of the adult chaperones will escort him or her across the street.

Kevin Rosenfeld, Pastor of First Baptist Church, spoke in favor of the request. He informed Council that the church is bringing in more classrooms this summer which will take up most of the current playground space; therefore, they are requesting to move the existing playground across the street. They have no plans to bring in lights or basketball courts. They intend to use the new playground just as the current playground is being used during school hours and after school hours. The playground will be fenced in. A traffic study supports the move. Children will not be on the playground during the highest traffic hours. Pastor Rosenfeld stated that the church would like to paint a crosswalk across the street and have “Children at Play” signs installed.

Midge Shipley stated that when the church black topped the present playground, it created a massive flow of water that goes down the middle of Pennington Street and collects in the bottom. Ms. Shipley expressed concerns about this happening with the new playground as well. She also commented that a lot of traffic goes down the street. Pastor Rosenfeld stated that there is no intent to pave the new playground.

Terry Boaz, resident of the house next door to the proposed playground property, spoke against the request. Ms. Boaz is home during the week and is concerned about the noise level. She also expressed concerns about her property value decreasing and about the safety of children crossing the street. Sherwood Creedle mentioned that no more than twenty kids are playing at any one time during the day, and he doesn’t think there will be a problem with noise. Mr. Creedle reminded those present that they are a church and don’t have any trouble with trying to satisfy their neighbor’s requests for bushes, trees, etc. Councilwoman Bracey commented that she lived across from that school for many years and noise was not a problem.

A motion was made by Councilman Kidd, second by Councilman Harper, to grant First Baptist Church’s request for SE 2009-1 to utilize their property located at 191 Pennington Street as a playground provided that the action plan recommended by the South Hill Planning Commission is implemented. Motion carried unanimously.

6. CODE COMPLIANCE OFFICIAL’S REPORT

Charles Hudson presented his report of activity for the month of April 2009 as follows:

Inspections Completed	-	47
Permits Issued	-	34
Fees Collected	-	\$ 1,357.63

UEZ Exemption	-	\$	Ø
Rehab Exemption	-	\$	183,700.00 (Twin Oaks area)
General Exemption	-	\$	1,100.00
Work Value	-	\$	340,576.00
Jobs Completed	-		35

New businesses for the month of April include The Vine Music Store, Green Light Driver Improvement, One Stop Gift Shop (new owners), Look N Tan, Raceway #6795, Slip-In Convenience Store (new owners), Internet Café DBA C&S Business Center, ADT Sales/Absolute Security, Occasions Photography (new location) and Red Barn Food Mart (new owners).

A motion was made by Councilman Harper, second by Councilman Sasser, to approve the report of the Code Compliance Official for the month of April 2009 as submitted by Charles Hudson. Motion carried unanimously.

7. POLICE CHIEF’S REPORT

Norman Hudson presented his police report for the month of April 2009. Chief Hudson informed Council there were a total of 193 arrests, 608 complaints and 420 call types in April. He presented the following administrative news:

- Peggy Wilson, Part Time Dispatcher, completed Basic Dispatch Training at the training academy in Lynchburg.
- All Officers completed Firearms Qualifications.
- Calvin Holmes and Neal Puryear completed 80 hours each Fundamentals of Crash Investigation and Reconstruction sponsored by VCU at the training academy in Lynchburg.
- Mike Mayer and Chris Parrott attended a course at the Richmond Police Academy on Understanding the Older Driver.
- Chief Hudson introduced Ryan Durham to Council. He began working April 25 and will attend the Basic Law Enforcement class beginning July 7.

A motion was made by Councilman Sasser, second by Councilman Kidd, to approve the report of the Police Department for the month of April 2009 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 April 30, 2009 as follows:

General Fund	-	\$5,805,353.40	Investment Account	-	\$1,261,416.08
Water and Sewer Fund	-	<10,752.64>	2008 G.O. Bond	-	\$1,927,117.21
Cemetery Fund	-	52,374.79	Certificate of Deposit	-	\$ 70,000.00
Twin Oaks II	-	<50,621.16>	Total Police Dept. Savings	-	\$ 15,321.02
Total in Checking	-	\$5,796,354.39	Total Past Due Taxes All Yrs.-	\$	111,747.54

A motion was made by Councilwoman Bracey, second by Councilman Kidd, to approve the financial report for month ended April 30, 2009 as submitted by Heidi Porter. Motion carried unanimously.

B. Virginia Set-Off Debt Program

Ms. Porter informed Council the Virginia Department of Taxation's (TAX) Set-Off Debt Collection Program is a legal remedy for collecting delinquent debts owed to Virginia's government units and courts. Each time a match occurs between a claim and a Virginia individual income tax refund and certain Virginia lottery prizes, the associated funds are used to satisfy the delinquent debts.

The debts Town staff could collect through this program include delinquent real estate taxes, personal property taxes and final utility bills for individuals only (businesses cannot be included.) Staff will take the required on-line course within the next few months in order to send the first file the beginning of the next program cycle, November 1, 2009.

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

9. 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 dual enrollment political science class:

Shelby Brown	Brittney Clements	Baylen Fleming
Jasmine Holmes	Michelle Jenkins	Jalisa Jones
Jessica McCain	Holly Parrot	Jerri Pulley
Douglas Russell	Jeanette Valentine	

B. Ruthie Kinker, South Hill Elementary School – Picnic for 3rd Graders at Centennial Park on Monday, June 2

Ruthie Kinker addressed Council to request permission for South Hill Elementary School to hold a Picnic for 3rd Graders at Centennial Park on June 2 from 9:00 a.m. to 2:00 p.m. Seven adults and 102 students are anticipated to attend.

A motion was made by Councilwoman Feggins-Boone, second by Councilman Sasser, to authorize South Hill Elementary School to hold a Picnic for 3rd Graders at Centennial Park on June 2, 2009 from 9:00 a.m. to 2:00 p.m. Motion carried unanimously.

C. Willis Harris – Family Reunion at Centennial Park on Sunday, July 12

Willis Harris addressed Council to request permission to hold a Family Reunion at Centennial Park on July 12 from 10:00 a.m. to 6:00 p.m.

A motion was made by Councilman Kidd, second by Councilman Harper, to authorize a Family Reunion to be held at Centennial Park on July 12, 2009 from 10:00 a.m. to 6:00 p.m. 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 April 2009:

A. Westview East Memorial Park Cemetery Donation

Kim Callis informed Council that Eunice Jones, the executor of the Alma T. Macklin Estate, is interested in donating the Westview East Memorial Park Cemetery (Westview East) to the Town. Westview East is a small private cemetery consisting of approximately 150 existing graves. It is located behind 1112 Halifax Street adjacent to the northeast corner Westview Cemetery. All of the grave markers are flush with the ground, and the Town has generally cared for Westview East as part of the overall cemetery maintenance program. Substantial room is available for additional gravesites which could be sold.

Town Attorney, Jimmy Butts, informed staff that the Town can accept the donation subject to identification of gravesites previously sold. He will need a perimeter plot to prepare the necessary documents for transferring ownership of the cemetery to the Town.

Councilwoman Feggins-Boone informed Council that a pet cemetery is included. Mayor Horne asked Mr. Callis to inform the Town Attorney that pets are also buried there.

A motion was made by Councilman Harper, second by Councilman Moody, to authorize the Town Manager to execute all documents necessary to accept the donation of the Westview East Memorial Park Cemetery. Motion carried unanimously.

12. HUMAN RESOURCES MANAGER'S REPORT

Julie Hancock presented the following administrative news for the month of April 2009:

A. Personnel Report

1) Education

- Mark Novsak, Fleet and Facilities Maintenance, gave a training class on Lockout/Tagout to the members of his staff and two utilities employees on April 23. This is OSHA required training.
- Robert Owens and Bill Wilson, Public Works, attended a VDOT class on Secondary Street Acceptance Requirements on April 23.
- Anna Cratch, Town Clerk, attended the 32nd Annual Conference of the Virginia Municipal Clerks' Association April 23 and 24.

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 April 2009:

A. IFB 09-02: Traffic Signal Modifications

Bill Wilson informed Council that the Town received one bid on April 30, 2009 for IFB 09-02: Traffic Signal Modifications. The bid result was as follows:

CONTRACTOR	TOTAL BID
Venture Electric Company	\$62,700.00

The traffic signal modification was budgeted as a FY10 Street Maintenance project. The work consists of removing the existing detector loop equipment and replacing it with camera detection at the intersections of (1) Mecklenburg Avenue and Danville Street and (2) Mecklenburg Avenue and Atlantic Street. The cameras/monitoring equipment will be compatible with the existing Eagle cabinet and controller devices and applicable to VDOT equipment specifications. The work shall be done in accordance with (1) VDOT Road and Bridge Standards, February 2001 and January 2002 and (2) VDOT Work Area and Protection Manual, January 2003.

A motion was made by Councilman Sasser, second by Councilman Harper, to award the bid for IFB 09-02, Traffic Signal Modifications in the amount of \$62,700.00 to Venture Electric Company. Motion carried unanimously.

14. OLD BUSINESS

There was no old business.

15. NEW BUSINESS

There was no new business.

16. ADJOURNMENT

There being no further business matters before the South Hill Town Council, Mayor Horne adjourned the meeting at 7:43 p.m.

Respectfully submitted by Anna B. Cratch.

Signed:

Attest:

Earl O. Horne, Mayor

Anna B. Cratch, Town Clerk