



SOUTH HILL TOWN COUNCIL
REGULAR MEETING MINUTES
TUESDAY, OCTOBER 13, 2009 AT 7:00 PM

The regular monthly meeting of the South Hill Town Council was held on Tuesday, October 13, 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

Chad J. Barbour	Lillie Feggins-Boone	M. B. "Millie" Bracey
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 Manager	Charles Hudson, Code Compl. Official
Norman Hudson, Police Chief	Heidi Porter, Finance Director
Bill Wilson, Public Works Director	

4. APPROVAL OF MINUTES – SEPTEMBER 14, 2009

A motion was made by Councilman Barbour, second by Councilman Moody, to dispense with the reading of the minutes from the regular meeting held on September 14, 2009, since all Council members had received copies prior to the meeting, and approve as submitted by Anna Cratch. Motion carried unanimously.

5. WARD 1 VACANCY

Mayor Horne informed Council that William R. Gregory has resigned as a Councilman for Ward 1. Mr. Gregory remarked that he enjoyed serving the people in his ward, but it is time for the process to move on and for a new person to help serve the people in Ward 1.

A motion was made by Councilman Kidd, second by Councilman Sasser, to accept the resignation of William R. Gregory as a Councilman for Ward 1. Motion carried unanimously.

Mayor Horne stated that he needs to send a letter to the Town Attorney requesting him to file a petition for the Circuit Court to issue a Writ of Election in May of 2010 for the Ward 1 vacancy.

A motion was made by Councilman Moody, second by Councilwoman Bracey, to authorize Mayor Horne to send a letter to Town Attorney, James A. Butts, III, requesting him to file a petition for the Circuit Court to issue a Writ of Election in May of 2010 for the Ward 1 seat expiring June 30, 2012. The seat will again be up for re-election for a four year term in the May election of 2012. Motion carried unanimously.

In accordance with the Virginia Code, Mayor Horne reported that the vacancy in Ward 1 must be filled within 45 days of October 7. Mayor Horne asked qualified voters in Ward 1 that would like to be considered to serve as a council person to send their qualifications/resume to the South Hill Town Council c/o Ward 1 Council Seat, 211 S. Mecklenburg Avenue, South Hill, VA 23970. In order to give Council time to review, candidate information needs to be received by November 5, 2009 at noon.

Interested candidates are asked to attend the regular Council meeting on November 9, 2009 at 7:00 p.m. to present their qualifications to the Town Council. After nominations are closed, roll-call votes will be called for each candidate in alphabetical order. Once a person has been selected, he or she will be asked to go to the Circuit Court to be sworn in that week in order to be ready to serve at the December 14 meeting.

In answer to a question from Lincoln Sturdivant, Mayor Horne stated that if Council cannot agree on the appointment within 45 days, the judges of the Circuit Court shall make the appointment. Mayor Horne asked that questions be directed to him or the Town Clerk. He requested that the papers and radio please publicize the steps for interested candidates.

A motion was made by Councilman Kidd, second by Councilwoman Feggins-Boone, to approve the process as outlined by Mayor Horne. Motion carried unanimously.

6. SERVICE AWARDS

The following employees were recognized with Certificates of Accomplishment for service to the Town:

- W. Shane Johnson, Police, 10 years effective October 6, 2009
- Allen M. Elliott, Public Works, 5 years effective October 12, 2009 (absent)

7. CODE COMPLIANCE OFFICIAL'S REPORT

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

Inspections Completed	-	73
Permits Issued	-	31
Fees Collected	-	\$ 1,954.53
UEZ Exemption	-	\$ 0
Rehab Exemption	-	\$ 2,500.00
General Exemption	-	\$ 0
Work Value	-	\$ 139,189.00

New businesses for the month of September include Halifax Paving, B&J Convenience Store, M&A Variety Store, Verizon/A Wireless, and Hart Business Solutions.

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

8. POLICE CHIEF'S REPORT

Norman Hudson presented his police report for the month of September 2009. Chief Hudson informed Council there were a total of 214 arrests, 509 complaints and 426 call types in September. He presented the following administrative news:

- Corporals Shane Johnson and Scott Zincone attended the 2009 Virginia Traffic Records Conference in Richmond.
- Officers Chris Parrott and Neal Puryear completed 32 hours each Child Passenger Safety Technician Training in Boydton.
- Corporal Shane Johnson completed Firearms Instructor Recertification in Lynchburg.
- Officer Tony Solomon completed Defensive Tactics Instructor Recertification in Lynchburg.
- Officer Neal Puryear completed 32 hours NCIC/VCIN Agency Instructor Basic Training at the State Police Academy in Richmond.

A motion was made by Councilman Sasser, second by Councilman Kidd, to approve the report of the Police Department for the month of September 2009 as submitted by Chief Hudson. Motion carried unanimously.

Chief Hudson reported that \$7,184.45 was cleared from the Police Auction held on October 3, 2009.

Chief Hudson informed Council that Halloween trick-or-treating hours have been set for Saturday, October 31 from 6:00 p.m. to 9:00 p.m. No one over the age of 16 is allowed to wear a mask.

Councilman Moody asked about the possibility of a program being developed where someone from the Police Department could check on the elderly and homebound. Councilman Moody reported that some other town police departments collect applications containing contact information and check on those who requested the service either by phone or in person two to three times a week. Chief Hudson commented that maybe the newspapers could run an article to see if there is any interest in the community for this type of service. Mayor Horne asked them to run the idea by the Town Attorney. He mentioned that the service could only be provided in the daytime. Councilman Moody requested an update at the December Council meeting.

9. FINANCE DIRECTOR'S REPORT

A. Monthly Financial Report

Heidi Porter submitted the financial report for month ended September 30, 2009 as follows:

General Fund	-	\$5,297,723.48	Investment Account	-	\$1,265,986.42
Water and Sewer Fund	-	<6,400.54>	2008 G.O. Bond	-	\$1,404,587.46
Cemetery Fund	-	60,114.79	Certificate of Deposit	-	\$ 70,000.00
Twin Oaks II	-	<7,621.66>	Total Police Dept. Savings	-	\$ 14,804.05
Total in Checking	-	\$5,343,816.07	Total Past Due Taxes All Yrs.-	\$	67,450.18

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

B. Taxes

Ms. Porter reported that a list of twelve delinquent real estate taxpayers was sent on February 11, 2009 to Ridley Bain for collection. As of September 30, 2009, nine out of the twelve have been collected. Ridley Bain plans to initiate a suit against the remaining three property owners before the end of the year.

The Town of South Hill is now offering a web based application to pay taxes online using a credit card, debit card or electronic check. A link has been placed on the Town website. There will be a small convenience fee passed on to the taxpayer for this service. Ms. Porter presented Council with a copy of the insert that will be mailed with the tax bills.

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 dual enrollment political science class:

Cindy Choate Wayne Hicks

Mayor Horne informed Wayne Hicks, a football player, that they are doing good. On behalf of the Town Council, he congratulated the team on their success and wished them well.

B. Marcus Hargrave, South Hill YMCA – 11th Annual Autumn Classic 5k/10k Walk/Run at Parker Park on November 21 from 8:00 a.m. to 12:00 p.m.

On behalf of the South Hill YMCA and in the absence of Marcus Hargrave, Kim Callis addressed Council to request permission for the YMCA to hold their 11th Annual Autumn Classic 5k/10k Walk/Run at Parker Park on November 21, 2009 from 8:00 a.m. to 12:00 p.m. They plan to take the same route as previous years.

A motion was made by Councilman Barbour, second by Councilman Sasser, to authorize the South Hill YMCA to hold their 11th Annual Autumn Classic 5k/10k Walk/Run on November 21, 2009 from 8:00 a.m. to 12:00 p.m. at Parker Park in coordination with the Police Department. Motion carried unanimously.

C. Mrugesh Thanawala – Comfort and Hampton Inns

Mr. Mrugesh Thanawala was not present at the meeting.

11. COMMITTEE REPORTS

There were no committee reports.

12. APPOINTMENTS

A. South Hill Community Development Association, Inc. (CDA)

Mayor Horne reported that the CDA Board had to reorganize due to the disbandment of the IDC of South Hill. The IDC had two members on the CDA Board which has been reorganized and now consists of seven members instead of six as follows: two members from the Chamber, two from Council, one non-elected Town official appointed by Council, one from the Planning Commission, and one citizen-at-large. Mayor Horne currently appoints two elected officials from the Town to serve on the CDA Board. A position has been added for a non-elected official from the Town to also serve. Mayor Horne asked for Council's blessing to appoint Kim Callis to serve as the non-elected official.

A motion was made by Councilman Kidd, second by Councilman Barbour, to appoint Kim Callis to serve as the non-elected official on the CDA Board. Motion carried unanimously.

B. South Hill Market Square Committee

Mayor Horne informed Council that the South Hill Market Square Committee members would like to recommend the appointments of Patricia H. Folio and Ryan Bartholomew to the committee. Their two year terms would commence on October 14, 2009 and end on June 30, 2011. They have been contacted and do wish to serve.

A motion was made by Councilwoman Bracey, second by Councilman Barbour, to appoint Patricia H. Folio and Ryan Bartholomew to the South Hill Market Square Committee for two year terms commencing on October 14, 2009 and ending on June 30, 2011. Motion carried unanimously.

Kim Callis thanked Pat Folio for her assistance to the Market Square Committee in assembling the spider.

13. TOWN MANAGER'S REPORT

Kim Callis submitted the following report for the month of September 2009:

A. 2010 Holiday Schedule

Kim Callis presented Council with the 2010 Commonwealth of Virginia Holiday Calendar. Mr. Callis requested approval to observe the 2010 state holiday calendar which allows for the following addition to the existing Town holiday schedule: Wednesday, November 24 – office closes at noon. He also requested that the October 11, 2010 Council meeting be rescheduled to Tuesday, October 12 in observance of Columbus Day. Upon approval of the holiday schedule, staff will publicize the 2010 Trash Collection Calendar in December.

A motion was made by Councilman Kidd, second by Councilwoman Bracey, to adopt the 2010 Commonwealth of Virginia Holiday Calendar and to hold the October meeting on October 12, 2010. Motion carried unanimously.

B. Twin Oaks CDBG Update

Mr. Callis reported that staff is moving into the latter stages of the Twin Oaks CDBG Project. Contractor bids on five homes will be opened on October 16 at 2:00 p.m. at the SPDC. When the work is completed, 17 homes will have been rehabilitated. An application has been approved to also rehab one more home. Staff will not be able to apply unused funds to future projects. It is anticipated that the rehab work will be completed and the grant closed in March 2010.

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

C. Animal Ordinance Amendments

Kim Callis reported that staff and the Personnel Committee have reviewed and discussed Town ordinances concerning the raising and keeping of animals. To better clarify the intent of the ordinances, amendments are being proposed. Staff has reviewed the language with the Town Attorney and the Planning Commission. Those people who currently have animals in Town in compliance with the existing ordinance will not be affected. Should Council wish to move forward with the amendments, the proposed changes must be advertised and a public hearing must be held prior to adoption.

A motion was made by Councilman Barbour, second by Councilman Sasser, to advertise for and hold a public hearing regarding changes to Town ordinances involving the keeping and raising of animals at the November 9, 2009 Council meeting. Motion carried unanimously.

14. HUMAN RESOURCES MANAGER'S REPORT

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

A. Personnel Report

1) Transfers

- John Kniolek, Public Works, was interviewed and accepted for the open Facilities Maintenance Technician I, Fleet and Facilities Maintenance position. The Facilities Maintenance Technician I position is a promotion. He will continue to work in Parks until the position he is vacating is filled.

2) Job Postings

- Applications for Maintenance Operator 1, a Public Works Parks position, are being reviewed for interviews. This position is open because of the transfer of Parks personnel to Fleet and Facilities Maintenance.

3) Seminars/Training/Other

- C. Wayne Hudson, Public Works, received certification for completion of Laboratory Certification Virginia Chapter 45 on June 29, 2009 through the Virginia Rural Water Association.
- The safety videos Road Crew Safety and What's Wrong with this Work Zone? were shown September 23 to Public Works personnel.

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

15. PUBLIC WORKS DIRECTOR'S REPORT

Bill Wilson presented the following report for the month of September 2009:

A. Twin Oaks Community Development Project – Utilities Completion

Bill Wilson reported that the utilities (water and sewer) portion of the Twin Oaks CDBG Project has been completed. The work principally consisted of installing approximately 2,588 LF of 6" water line and 3,686 LF of 8" sewer line in Brook Avenue, Cook Lane, Robertson Street and portions of First Street and South Hill Avenue. Easements were required across nine parcels.

Biggs Construction Company completed the work for \$309,869.04; the projected CDBG budget for utility construction/improvements was \$530,100.00. The non-CDBG budget for the respective utility work totaled \$163,500.00. The Town's Public Works Department provided this in-kind funding primarily by providing the labor, equipment and materials to reconnect 47 water and sewer service laterals, inspection, restoration work and hauling materials for Biggs Construction.

Dewberry and Davis were the engineers for this project.

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

16. OLD BUSINESS

There was no old business.

17. NEW BUSINESS

There was no new business.

18. EXECUTIVE SESSION

Prospective Business – § 2.2-3711 (A)(5)

Pursuant to Prospective Business – § 2.2-3711 (A)(5) of the Code of Virginia and on **motion** of **Councilman Moody** and **second** of **Councilwoman Feggins-Boone**, the South Hill Town Council entered into **Executive Session** to discuss prospective business matters. The members voted unanimously to enter into said Executive Session.

There was no action taken in Executive Session on the prospective business 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)(5) 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.

A motion was made by Councilman Kidd, second by Councilwoman Feggins-Boone, to approve **Resolution 240**, dated October 13, 2009, and return to **Open Session**. All members present voted affirmatively.

19. OPEN SESSION

A motion was made by Councilman Kidd, second by Councilwoman Feggins-Boone, on the Prospective Business matter, upon final review and approval of legal documents by the Town Attorney, to authorize the Town Manager to execute documents necessary to allow the installation of solar facilities at the South Hill WWTP and the subsequent purchase of electricity from Sol Sage Energy. Motion carried unanimously.

20. ADJOURNMENT

There being no further business matters before the South Hill Town Council, Mayor Horne adjourned the meeting at 7:56 p.m.

Respectfully submitted by Anna B. Cratch.

Signed:

Attest:

Earl O. Horne, Mayor

Anna B. Cratch, Town Clerk