



**SOUTH HILL TOWN COUNCIL**  
**REGULAR MEETING MINUTES**  
**MONDAY, JANUARY 11, 2010 AT 7:00 PM**

The regular monthly meeting of the South Hill Town Council was held on Monday, January 11, 2010 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
Gregg Harper	J. Woodrow "Woody" Kidd	Delores B. Luster
Mike Moody	C. Leroy Sasser	

Mayor Horne welcomed Councilwoman Luster to the meeting.

**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 – DECEMBER 14, 2009**

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

**5. SERVICE AWARDS**

Mayor Earl Horne presented Police Chief Norman Hudson with a Certificate of Accomplishment for 25 years of service to the Town effective January 1, 2010. Mayor Horne commented that Chief Hudson does an outstanding job due to his dedication and leadership.

## 6. CODE COMPLIANCE OFFICIAL'S REPORT

### A. Monthly Code Compliance Official's Report

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

Inspections Completed	-	29
Permits Issued	-	20
Fees Collected	-	\$ 1,003.86
UEZ Exemption	-	\$ 0
Rehab Exemption	-	\$ 28,855.00
General Exemption	-	\$ 0
Work Value	-	\$ 90,815.00
Jobs Completed	-	22

There were no new businesses for the month of December.

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

### B. Small Wind Energy Systems Ordinance

Mr. Hudson presented Council with a proposed small wind energy systems ordinance that the South Hill Planning Commission has been working on for several months. The Planning Commission held a Public Hearing in January. They voted to approve the proposed ordinance and recommended it be given to Council for consideration. A Public Hearing will be held at the February Council meeting.

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

## 7. POLICE CHIEF'S REPORT

Norman Hudson presented his police report for the month of December 2009. Chief Hudson informed Council there were a total of 172 arrests, 543 complaints and 421 call types in December. He presented the following administrative news:

- Ranking second in his class, Officer Ryan Durham graduated from Basic Law Enforcement on December 26, 2009.

In answer to a question from Councilwoman Bracey, Chief Hudson stated that the stolen figure amounted to one car.

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

Chief Hudson also presented the Annual Police Report for 2009. He stated that the reportable offenses clearance rate was 74%.

**8. FINANCE DIRECTOR'S REPORT**

**A. Monthly Financial Report**

Heidi Porter submitted the financial report for month ended December 31, 2009 as follows:

General Fund	-	\$6,469,811.89	Investment Account	-	\$1,266,077.81
Water and Sewer Fund	-	<36,272.63>	2008 G.O. Bond	-	\$1,406,358.73
Cemetery Fund	-	60,294.79	Certificate of Deposit	-	\$ 70,000.00
Twin Oaks II	-	<61,627.30>	Total Police Dept. Savings	-	\$ 14,810.23
Total in Checking	-	\$6,432,206.75	Total Past Due Taxes All Yrs.-	\$	60,581.07

In answer to a question from Councilman Barbour, Heidi Porter stated that the Twin Oaks II amount is a negative number because they have been very slow in distributing pay request money. They owe us for four drawdowns (one was lost and had to be resubmitted.) One payment was received today and the rest should be received within the next week or two. Work is currently taking place in Phase 2 of the project.

A motion was made by Councilwoman Bracey, second by Councilman Moody, to approve the financial report for month ended December 31, 2009 as submitted by Heidi Porter. Motion carried unanimously.

**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:

Brittany Farrar	Katherine Hatch	Adrian Hudson
Bill Roethlisberger	KC Voll	

**10. COMMITTEE REPORTS**

**A. South Hill Historic Marker**

Mayor Horne informed Council that upon the recommendation of his son, he started working on something about a year ago that has been missing from South Hill, a historic highway marker. There are only three localities in the United States that were laid out in a circle, and South Hill is one of them, the only one in the Commonwealth of Virginia. Mayor Horne talked with the Virginia Department of Historic Resources and VDOT regarding a marker and they were very encouraged. He contacted two historians, Max Crowder and Frank Nanney, to research and verify that the information

(100 words or less) was accurate. There are only around 3200 historic highway markers in Virginia. The Department of Historic Resources, VDOT and another state board approved South Hill for a marker.

A dedication is planned on February 16, 2010 at 11:00 a.m.; the Town of South Hill was founded on that date in 1901. The only remaining item is that the site (where the railroad tracks are) has to be approved by VDOT. Mark Novsak has fixed an item resembling a manhole cover to place in the street showing the exact center part of the original circle. Mayor Horne reported that a lot of people get the marker locations from the state and visit the localities.

## **11. TOWN MANAGER'S REPORT**

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

### **A. Budget Planning**

Kim Callis reported that staff has begun working on the Town's FY 10-11 budget. Preparation materials have been distributed. Staff plans to deliver a copy of the proposed budget to Council in early May with a Public Hearing scheduled for May 10.

Staff is aware that Governor Kaine is recommending approximately 20% reductions in state funding to localities for street maintenance and law enforcement. Staff is also aware that Governor McDonnell may suggest several changes to the two year state budget. Staff will monitor developments on a daily basis and adjust plans accordingly.

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

### **B. Phase 3 Revitalization Funding**

Mr. Callis informed Council that in November 2009, the SPDC submitted an application to VDOT for TEA-21 funding of \$233,840 for the final phase of the revitalization project along Mecklenburg Avenue. The Town is required to provide matching funds of \$58,460. VDOT has notified staff that the application has been received and will be reviewed in the coming months by the Commonwealth Transportation Board (CTB). The CTB is expected to make funding decisions by the end of April 2010.

The total projected cost of Phase 3 is \$759,650. The Town is required to provide 20% matching contributions totaling \$151,930. In June 2009, the CTB awarded the Town \$373,000 toward the total project cost.

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

### **C. Meadow Street DHCD Grant**

Mr. Callis informed Council that the Governor's office has announced that DHCD has awarded the Town a community improvement grant of \$930,557; \$1,100,000.00 was requested. The funds will be used for housing and utility infrastructure improvements in the Meadow Street community, which is adjacent to the Twin Oaks community. The Town is required to provide a match of \$25,735. Staff anticipates the work will begin in early summer 2010.

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

**D. 2010 Market Square Committee Events**

Mr. Callis reported that the South Hill Market Square Committee has finalized its 2010 schedule of events as follows:

- Wednesday, April 28 – *Liquid Pleasure* (Centennial Park in conjunction with the Beef Festival)
- Thursday, June 3 – *LEGGZ* (Market Square)
- Friday, July 2 – *The Fast Lane Band* (Parker Park in conjunction with Picnic in the Park)
- Thursday, September 23 – Bluegrass Event (Market Square, prior to Farmers Day)
- Saturday, October 30 – Monster Mash Halloween Celebration (Market Square)

Mr. Callis informed Council that the committee has contacted over 30 local and regional producers via U.S. mail requesting information and ideas on how to improve vendor participation at the South Hill Farmers Market. The response to the mailing was disappointing, so members will be following up with phone calls. Mayor Horne will hopefully share his ideas with the committee soon.

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

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

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

**A. Personnel Report**

**1) New Hires**

- William Dale Clary joined Fleet and Facilities Maintenance effective January 4, 2010.

**2) Open Positions**

- The Finance and Administration Accounting Technician III position will be filled effective January 25.
- The two Public Works Maintenance Operator I positions remain open.

**3) Seminars/Training/Other**

- Nelson Ratcliffe, Public Works, completed a seminar on automatic control valves for water systems on December 9.
- The safety videos *Safety First: Seasonal Safety* and *Heavy Truck Rollover* were shown January 4 to Town personnel in Public Works.

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

### 13. PUBLIC WORKS DIRECTOR'S REPORT

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

#### A. Winter Maintenance – Water Main Breaks and Snow Removal

Bill Wilson informed Council that Virginia has experienced temperatures for extended days of 8 to 10° below normal with lows in the 20 to 25° range. Extreme cold such as this plays havoc on water lines, especially on old cast iron pipes which were used into the mid-1970's until a less brittle ductile iron pipe was developed. A more flexible plastic water line is now most commonly used for water mains.

The following water line breaks occurred recently: 12/27/09-Brunswick Avenue, 12/31/09-W. Danville Street, 01/04/10-Pace Drive, and 01/05/10-Lombardy Street and Chaptico Road. Staff will possibly have more water line breaks than normal this year due to the high water content in the soil which creates more expansion if the groundwater freezes and then thaws.

The December 2009 snowstorm only dropped 4 to 6" in southern Virginia, compared to 12 to 20" in central to northern Virginia. Public Works staff started spreading salt around 7:00 p.m. on Friday, December 18 and continued until noon on Saturday. Two crews and four trucks spread 114 tons of salt costing \$6,738.77.

Councilman Moody asked if staff has ever looked into the brining process which is put in place in advance of the snow coming. Mr. Wilson answered that we go with what VDOT recommends. Rains before the snow tend to wash the brine away. Councilman Sasser complemented the employees on the good job they did removing the snow.

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

Mayor Horne reported that word was received this week that a \$50,000 rural development grant was approved for the Colonial Theatre.

### 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 **Councilman Barbour**, 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 Harper, second by Councilman Barbour**, to approve **Resolution 243**, dated January 11, 2010, 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.

Mayor Horne reported that Tom Smith has resigned from the South Hill Planning Commission. He stated that it would be nice for a realtor to be chosen for this position. Woody Oakley was recommended. Action will be taken at the February Council meeting.

**18. ADJOURNMENT**

There being no further business matters before the South Hill Town Council, Mayor Horne adjourned the meeting at 8:11 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