



## **SOUTH HILL TOWN COUNCIL**

### **SPECIAL MEETING MINUTES**

**MONDAY, MAY 10, 2010 AT 6:00 PM**

A special meeting of the South Hill Town Council was held on Monday, May 10, 2010 at 6:00 p.m. prior to the regular meeting. The work session, which was held to review the Town's proposed budget for FY10-11, 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 Chad Barbour, Lillie Feggins-Boone, Millie Bracey, Kim Callis, Anna Cratch, Wade Crutchfield, Charles Hudson, Norman Hudson, Wayne Hudson, Woody Kidd, Delores Luster, Mike Moody, Mark Novsak, Robert Owens, Heidi Porter, Jon Taylor and Bill Wilson.

The special meeting was adjourned at 6:43 p.m.

### **REGULAR MEETING MINUTES**

**7:00 PM**

The regular monthly meeting of the South Hill Town Council was held on Monday, May 10, 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
J. Woodrow "Woody" Kidd	Delores B. Luster	Mike Moody

Council members Gregg Harper and C. Leroy Sasser were not present at the meeting.

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

Kim Callis, Town Manager  
Charles Hudson, Code Compl. Official  
Heidi Porter, Finance Director

Anna Cratch, Town Clerk  
Norman Hudson, Police Chief  
Bill Wilson, Public Works Director

#### **4. APPROVAL OF MINUTES – APRIL 12, 2010**

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 12, 2010, since all Council members had received copies prior to the meeting, and approve as submitted by Anna Cratch. Motion carried unanimously.

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

Alvin B. Whittle of Public Works was recognized with a Certificate of Accomplishment for his 15 years of service to the Town, effective May 8, 2010.

#### **6. PUBLIC HEARINGS**

##### **A. Kim Callis – Proposed FY10-11 Budget and Rates**

Kim Callis opened the Public Hearing for comments for and against the proposed FY10-11 budget and rates for the Town of South Hill. The Public Hearing was advertised in the South Hill Enterprise on April 28 and May 1, 2010.

Mr. Callis gave a PowerPoint presentation explaining the major highlights of the proposed FY11 budget. The proposed budget expenditure and revenue projections are as follows: General Fund - \$6,744,168; Water and Sewer Fund - \$3,073,058; and Cemetery Fund - \$ Ø. No tax or water/sewer rate increases were proposed. Projections include a Water and Sewer Fund deficit of \$369,658 and \$348,475 of necessary capital projects. Dental, life and other insurance premiums are up 5%. No COLA or salary increases are proposed for employees. An optional \$500 incentive to employees has been included in the budget, subject to Council approval.

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

A motion was made by Councilwoman Feggins-Boone, second by Councilman Kidd, to place the proposed budget for FY10-11 on the agenda for adoption and appropriation at the regularly scheduled Town Council meeting to be held on June 14, 2010 at 7:00 p.m. at the South Hill Town Hall. Motion carried unanimously.

##### **B. Charles Hudson – SE 2010-3, Request by James Bistarkey to Utilize 1105 W. Atlantic Street as a Welding and Machine Shop**

Charles Hudson opened the Public Hearing for comments for and against James Bistarkey's request for a special exception permit under Article IV, Section 94.1-76 of the Town Zoning Ordinance to utilize 1105 W. Atlantic Street as a welding and machine shop.

At the Public Hearing held on April 5, 2010, the South Hill Planning Commission voted to recommend that Council approve the special exception request.

James Bistarkey spoke in favor of his request stating that he plans for the company to grow. There were no speakers against the request.

**A motion was made by Councilman Kidd, second by Councilwoman Feggins-Boone,** to approve George James Bistarkey's request for a special exception permit under Article IV, Section 94.1-76 of the Town Zoning Ordinance to utilize the property located at 1105 W. Atlantic Street as a welding and machine shop. Motion carried unanimously.

**C. Charles Hudson – RE 2010-2 Request by George L. Brown to Rezone 4.66 Acres on N. Mecklenburg Avenue from R1-40 to C-2**

Charles Hudson opened the Public Hearing for comments for and against George L. Brown's request to rezone 4.66+/- acres on N. Mecklenburg Avenue from R1-40 to C-2.

At the Public Hearing held on April 5, 2010, the South Hill Planning Commission voted to recommend that Council approve the rezoning request.

George Brown spoke in favor of his request. Mr. Brown informed Council that they do not have any plans for the property at this time. There were no speakers against the request.

**A motion was made by Councilman Kidd, second by Councilwoman Luster,** to approve George L. Brown's request to rezone 4.66+/- acres on N. Mecklenburg Avenue from R1-40 to C-2. Motion carried unanimously.

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

**A. Monthly Report**

Charles Hudson presented his report of activity for the month of April 2010 as follows:

Inspections Completed	-	69
Permits Issued	-	37
Fees Collected	-	\$ 2,676.78
UEZ Exemption	-	\$ 0
Rehab Exemption	-	\$ 2,200.00
General Exemption	-	\$ 208,000.00
Work Value	-	\$ 851,314.00
Jobs Completed	-	19

New businesses for the month of April include The Candle Shop, M. T. Belly's, Ray's Hot Dogs, and Slow Ed's Amish Sheds.

**A motion was made by Councilman Barbour, second by Councilwoman Feggins-Boone,** to approve the report of the Code Compliance Official for the month of April 2010 as submitted by Charles Hudson. Motion carried unanimously.

**8. POLICE CHIEF'S REPORT**

Norman Hudson presented his police report for the month of April 2010. Chief Hudson informed Council there were a total of 318 arrests, 670 complaints and 393 call types in April.

He presented the following administrative news:

- Bryan Chase completed Basic Dispatch certification at the training academy in Lynchburg.
- C. B. Fleming attended the 2010 DUI Conference at Virginia Beach.

A motion was made by Councilman Moody, second by Councilman Barbour, to approve the report of the Police Department for the month of April 2010 as submitted by Chief Hudson. Motion carried unanimously.

**9. FINANCE DIRECTOR’S REPORT**

**A. Monthly Financial Report**

Heidi Porter submitted the financial report for month ended April 30, 2010 as follows:

General Fund	-	\$7,394,886.46	Investment Account	-	\$1,265,182.26
Water and Sewer Fund	-	<78,400.98>	2008 G.O. Bond	-	\$ 737,025.17
Cemetery Fund	-	63,464.79	Certificate of Deposit	-	\$ 70,000.00
Twin Oaks II	-	<18,088.58>	Total Police Dept. Savings	-	\$ 15,629.05
Total in Checking	-	\$7,361,861.69	Total Past Due Taxes All Yrs.-	\$	122,517.50

A motion was made by Councilwoman Bracey, second by Councilman Kidd, to approve the financial report for month ended April 30, 2010 as submitted by Heidi Porter. Motion carried unanimously.

**B. Refinancing of Series 2000B VRA Bond**

Ms. Porter reminded Council that at the April 12, 2010 Council meeting, Kim Callis discussed a potential opportunity to refinance the Town’s VRA Series 2000B Water and Sewer Bond. At the current interest rates, the Town could save over \$360,000 over the remaining life of the bond. Bond Counsel fees would be included in the refunding resulting in no out of pocket costs. Staff has been working with VRA and McGuire Woods, our bond counsel, to finalize refinancing. Ms. Porter presented Council with a resolution authorizing the Mayor, Town Manager and Finance Director to execute documents and take other steps necessary to move forward with the refinancing.

A motion was made by Councilman Barbour, second by Councilman Kidd, to adopt the Resolution Authorizing the Issuance, Sale and Award and Providing for the Form, Details and Payment of the Town of South Hill, Virginia Water, Wastewater and Storm Facilities General Obligation Refunding Bond, Series 2010, to refund prior outstanding bonds of the Town. A **roll-call vote** was requested and voiced as follows:

- |                         |                                |
|-------------------------|--------------------------------|
| Councilman Barbour-Aye  | Councilwoman Feggins-Boone-Aye |
| Councilwoman Bracey-Aye | Councilman Harper-Absent       |
| Councilman Kidd-Aye     | Councilwoman Luster-Aye        |
| Councilman Moody-Aye    | Councilman Sasser-Absent.      |

**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:

Kelsey Bagwell                      Codie Spillane

**B. Jasper Powell, 725 Hite Street – Persistent Dog Barking**

Jasper Powell of 725 Hite Street addressed Council requesting that action be taken to dispel the persistent barking of his neighbors' dogs during the day and night. Mr. Powell stated that he would like to see the noise ordinance and what it pertains to. He informed Council that he has confronted both neighbors around him that each have two dogs. He stated that Councilman Sasser lives one house down from him and can verify what he says. He mentioned that the deer problem in Town is most likely what is arousing the dogs. He goes to bed by 9:30 at night and cannot sleep due to the noise. He has been to the police station several times and has called 911 who assigns an officer to periodically ask the people to quiet the dogs. He also says a police officer clearly heard the barking over the phone.

Mayor Horne distributed copies of the noise ordinance to Council members and Mr. Powell. Mayor Horne informed Council that Chief Hudson asked the Animal Control Officer to survey residents in that neighborhood and no one complained about the dogs. Mayor Horne stated that a citizen has to know where the dogs are when making a complaint to the police department. The police officer has to witness the nuisance. Once that has happened, then the property owner can be asked to keep the animals quiet or remove them from the Town. Mayor Horne commented that the new Animal Control Officer works different shifts, so his outings cannot be predicted.

**C. Carolyn Carter – Relay for Life Event on May 15**

On behalf of the Relay for Life of South Hill, Carolyn Carter addressed Council to request permission for their annual American Cancer Society event on May 15 from 12:00 p.m. to 12:00 a.m. Ms. Carter also requested permission to hold their bucket drive on Danville Street from 2:00 p.m. to 5:00 p.m.

**A motion was made by Councilman Moody, second by Councilman Barbour,** to authorize Relay for Life of South Hill to hold their annual American Cancer Society event on May 15 from 12:00 p.m. to 12:00 a.m. with a bucket drive on Danville Street from 2:00 p.m. to 5:00 p.m. Motion carried unanimously.

**11. COMMITTEE REPORTS**

There were no committee reports.

**12. TOWN MANAGER'S REPORT**

Kim Callis submitted the following report for the month of April 2010:

**A. Parking Ordinance**

Mr. Callis reported that the Town currently has no ordinance which clarifies fines and punishment related to parking offenses. After reviewing related ordinances of neighboring local governments, staff and the Police Department have developed an ordinance to better enable our police force to collect parking fines.

**A motion was made by Councilman Kidd, second by Councilwoman Feggins-Boone,** to authorize staff to advertise for a Public Hearing on the proposed parking ordinance at 7:00 p.m. on June 14, 2010 at the South Hill Town Hall. Motion carried unanimously.

**B. Human Resources Report**

Mr. Callis presented the following administrative news for the month of April 2010:

**1) Seminars/Training/Other**

- Nelson Ratcliffe and Allen Elliott, Public Works, attended a Pesticide Re-certification class on March 19 in Blackstone.
- Charles Hudson, Code Compliance Official, attended VPMIA School in Virginia Beach April 7 through April 9. While there, he successfully completed training in Medical Gas Systems, FlameGuard Sprinkler Piping, Residential HVAC Design “Bob’s House”, Legal Aspects of the VUSBC and Grease Interceptors.
- The safety videos “Right of Way Mowing Safety” and “Groundskeeping Safety – Be a Pro!” were shown April 29 to Public Works personnel.
- Four Interviews with candidates for the Human Resources Manager position have taken place beginning May 6.

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

**C. Upcoming Events**

Mr. Callis informed Council of the following upcoming events:

- May 28, 8 AM – South Hill Farmers Market Opening Day (Market Square)
- June 3, 6 PM to 9 PM – Affair on the Square featuring Leggz (Market Square) \$3.00 admission.
- June 10, 11 AM – South Hill Chamber of Commerce celebrates 20 years in the Depot building (Chamber grounds)
- May 28 – Opening Day of the Farmers Market. A local kid’s band will be performing at the Market on May 29 at 10:00 a.m. Mayor Horne commented that the Market will probably be slow to start off due to the weather we have had. Volunteers will be calling local farmers and inviting them to the Market. Anna Cratch commented that three vendors have already signed up for May 29.

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 2010:

**A. Traffic Signal Modifications**

Mr. Wilson reported that two traffic signals at the intersections of E. Atlantic Street/Hammer Street and E. Atlantic Street/McCracken Street have been modified. The induction-type detection loops at both side streets (Hammer and McCracken) have been replaced with video cameras that detect the presence of vehicles. The loop systems are being replaced when they deteriorate from age and normal “wear and tear” or from street or utility maintenance. The loops on Atlantic Street at both intersections are functioning properly.

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

**B. Purchase of Residential Garbage Truck**

Bill Wilson informed Council that the Town received three bids on May 4, 2010 for a new residential garbage truck. The bid results were as follows:

SELLER	TOTAL BID
Richmond Machinery	\$125,465.00
Tom’s Truck Sales	\$135,897.00
Mid-Atlantic Waste	\$154,980.00

Richmond Machinery submitted the lowest bid for the sale of a 2009 International 7400 Series truck with a 25 cubic yard Loadmaster body. This truck fully meets the requested specifications.

To complete this purchase, it is requested that \$125,465.00 be appropriated to the Sanitation capital outlay account 10 0132.7009.

**A motion was made by Councilman Barbour, second by Councilman Kidd,** to appropriate \$125,565.00 to the Sanitation capital outlay account, 10 0132.7009, for the purchase of a 2009 International/Loadmaster residential garbage truck. 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 7:52 p.m.

Respectfully submitted by Anna B. Cratch.

Signed:

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Earl O. Horne, Mayor

Attest:

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Anna B. Cratch, Town Clerk