



SOUTH HILL TOWN COUNCIL
REGULAR MEETING MINUTES
MONDAY, JULY 12, 2010 AT 7:00 PM

The regular monthly meeting of the South Hill Town Council was held on Monday, July 12, 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	

B. Staff in Attendance

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

4. APPROVAL OF MINUTES – JUNE 14, 2010

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 June 14, 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

Police Department employees, Calvin S. Holmes (present) and Michael T. Watters (absent due to vacation), were recognized with a Certificate of Accomplishment for their 10 years of service to the Town, effective July 27, 2010.

6. CODE COMPLIANCE OFFICIAL’S REPORT

A. Monthly Report

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

Inspections Completed	-	69
Permits Issued	-	32
Fees Collected	-	\$ 1,586.21
UEZ Exemption	-	\$ 0
Rehab Exemption	-	\$ 29,210.00
General Exemption	-	\$ 3,700.00
Work Value	-	\$ 178,025.00
Jobs Completed	-	39

New businesses for the month of June include B&B Welding, The Hungry Farmer, Long & Foster, and Runway Fashion Plus DBA One Stop Music.

A motion was made by Councilman Harper, second by Councilman Kidd, to approve the report of the Code Compliance Official for the month of June 2010 as submitted by Charles Hudson. Motion carried unanimously.

7. POLICE CHIEF’S REPORT

A. Monthly Police Report

Norman Hudson presented his police report for the month of June 2010. Chief Hudson informed Council there were a total of 215 arrests, 576 complaints and 410 call types in June.

He presented the following administrative news:

- Bernie Puryear and Nelson Watson completed a 16 hour Background Investigator’s Course at the training academy in Lynchburg.
- Bryan Chase completed a 3 week Basic Animal Control Officer School at Crater Criminal Justice Academy.
- Chuck Mayer completed Defensive Driving Instructor Recertification at the training academy in Lynchburg.
- Scott Zincone completed Intoxilyzer Recertification at the DFS Lab in Richmond.
- Neal Puryear was presented “Outstanding Officer for 2010” from the American Legion.
- Neal Puryear completed VCIN Instructor Recertification at the State Police Headquarters in Richmond.

A motion was made by Councilman Sasser, second by Councilwoman Feggins-Boone, to approve the report of the Police Department for the month of June 2010 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 June 30, 2010 as follows:

General Fund	-	\$7,012,626.13	Investment Account	-	\$1,264,912.46
Water and Sewer Fund	-	57,053.82	2008 G.O. Bond	-	\$ 737,641.29
Cemetery Fund	-	63,384.79	Certificate of Deposit	-	\$ 70,000.00
Twin Oaks II	-	<37,045.78>	Total Police Dept. Savings	-	\$ 4,743.33
Meadow Street	-	<281.41>			
Total in Checking	-	\$7,095,737.55	Total Past Due Taxes All Yrs.	-	\$ 120,602.20

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

B. Delinquent Real Estate and Personal Property Taxes

Heidi Porter presented Council with a trial balance report showing delinquent taxes. Past due tax notices will be mailed July 23, 2010. If payment is not received by August 30, 2010, Ms. Porter requested permission to advertise delinquent taxpayers in the newspaper on September 8, 2010.

A motion was made by Councilman Harper, second by Councilman Sasser, to advertise the delinquent real estate and personal property taxes on September 8, 2010. Motion carried unanimously.

9. CITIZENS TO ADDRESS COUNCIL

A. Lincoln Sturdivant – Bleachers and Fencing Around Basketball Courts at Parker Park

Lincoln Sturdivant addressed Council requesting bleachers and fencing around the basketball courts at Parker Park. Mr. Sturdivant requested the bleachers for parents and elderly spectators of the game to have a place to sit. He requested fencing to prevent the ball from rolling down the hill and endangering children trying to retrieve it.

Kim Callis reported that staff does not want fences to be unattractive. Mayor Horne expressed uncertainty regarding available space from the courts for a fence stating if the fence is too close to the courts, it could cause safety concerns. Mr. Callis went on to say that the bleachers were removed from the basketball and volleyball courts due to the unacceptable behavior of many people congregating around them. Councilwoman Feggins-Boone inquired about placing a couple of benches there. Mr. Sturdivant commented that there is enough room if the bleachers are placed on the side. Mr. Callis stated that staff and the Park Committee will look into it.

10. COMMITTEE REPORTS

There were no committee reports.

11. TOWN MANAGER'S REPORT

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

A. Proposed Ordinance Regulating Use of Public Places

Kim Callis informed Council the Town currently has no ordinance regulating the use of certain public places such as parks, parking lots and other similar Town owned property. An individual or organization could purchase a peddlers business license and sell vacuum cleaners, tools or just about any legal product at Town parks or parking lots. To better manage the use of public places, staff recommends that Council consider adopting an ordinance requiring Town approval of activities, including businesses, on Town owned property.

A motion was made by Councilman Harper, second by Councilman Moody, to advertise for a public hearing on August 9, 2010 to hear comments regarding an ordinance to regulate the use of public places. Motion carried unanimously.

B. Meadow Street Project Rehab Program Design

Mr. Callis reported that the Town is continuing to work with the SPDC and DHCD to move the Meadow Street Community Improvement project forward. Town staff has entered into the contract with DHCD, and B&B Consultants has substantially completed the infrastructure design which will be advertised for bid in late July. DHCD requires Council to adopt a Rehab Program Design which indicates tasks and responsibilities of parties involved in this effort. The Meadow Street Program Design is consistent with the design of the Twin Oaks Project.

A motion was made by Councilman Kidd, second by Councilwoman Feggins-Boone, to adopt the Meadow Street Community Improvement Project Rehab Program Design. Motion carried unanimously.

C. South Hill Revitalization, Phase 3

Mr. Callis informed Council staff has been notified that VDOT has approved the engineering contract with Dewberry & Davis for Phase 3 of the South Hill Revitalization Project. Staff expects to begin soon with the design of the improvements along North Mecklenburg Avenue from Atlantic Street to Franklin Street. The improvements generally include the relocation of overhead utility wires, installation of new streetlights with underground service and sidewalk improvements. Work will hopefully be underway by October. Councilwoman Feggins-Boone expressed desires that the work not interfere with Christmas activities.

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

D. USDA Farmers Market Grant Application

Mr. Callis reported that the SPDC has informed staff that the USDA will be accepting grant applications through its Rural Development Community Facilities “Know Your Farmer Know Your Food” Program for funding up to \$200,000 to construct Farmers Market facilities and structures. For South Hill, a 45% grant match is required. Staff is looking into other funding opportunities so the match can be achieved without using Town funds.

The plan is to construct a shelter that extends along Mecklenburg Avenue Extension and to build restrooms related to the library. Staff recommends moving forward with the grant request. Resolutions and forms must be approved by Council as part of the funding application. Should staff not be able to obtain other funds for the required match, the application will be withdrawn.

A motion was made by Councilwoman Luster, second by Councilman Barbour, to adopt the USDA Rural Development resolutions authorizing the application for funding and execution of documents related to funds to be used for the construction of South Hill Farmers Market facilities and structures. Motion carried unanimously.

12. HUMAN RESOURCES MANAGER’S REPORT

Karen Lambert presented the following administrative news for the month of June 2010:

A. Personnel Report

1) Seminars/Training/Other

- The safety videos *Before You Turn the Key* and *Driving Distractions of the Professional Driver* were shown to Public Works personnel on June 30, 2010.

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 June 2010:

A. Award of FY11 Fuel Contract

Bill Wilson informed Council that the Town received two bids on June 29, 2010 for the Town’s FY11 Fuel Contract. Bids were based on a variable cost per gallon above the “rack” price (the price a dealer will pay at the terminal for a large quantity; rack price is subject to daily change). The bid results were as follows:

FUEL	PARKER OIL CO.	SADLER BROS. OIL CO.
GASOLINE (FLEET)	\$0.0490	\$0.0485
GASOLINE (DELIVERED)	\$0.0990	\$0.1000
ULTRA LOW SULFUR DIESEL (FLEET)	\$0.0480	\$0.0510
LOW SULFUR DIESEL (DELIVERED)	\$0.0980	\$0.1000

The bid award is based on the lower cumulative “rack” price differential relative to the estimated volume of each product purchased (1-50%; 2-2%; 3-36%; 4-12%) as follows:

Cumulative “Rack Price Differential (RPD)” = 1. RP(0.50) + 2. RP(0.02) + 3. RPD(0.36) + 4. RPD(0.12)

CUMULATIVE “RACK” PRICE DIFFERENTIALS	
PARKER	\$0.05552
SADLER	\$0.05661
	\$0.00109

Parker Oil Company is the lower bid by a cumulative “rack” price differential of \$0.00109.

A motion was made by Councilman Kidd, second by Councilman Barbour, to approve the low bid and award the FY11 fuel contract to Parker Oil Company, Inc. Motion carried unanimously.

B. 2009 Consumer Confidence Report

Mr. Wilson informed Council that state and federal drinking water regulations require community waterworks owners to prepare an annual Consumer Confidence Report that describes the quality of drinking water delivered to consumers. The CCR covering calendar year 2009 must be distributed by July 1, 2010 to all customers that receive a water bill. The Town sent a copy of the CCR with the June 2010 utility bills. Copies are also available at the Town Hall and the library for consumers that do not receive a utility bill.

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

C. Completion of IFB 10-01, Asphalt Overlay and Traffic Marking

Bill Wilson reported that asphalt overlay project, IFB 10-01 has been completed. The project included milling and paving West Atlantic Street (from Mecklenburg Avenue to Thomas Street) and South Hill Avenue (from Danville Street to First Street). The Town streets in the Wal-Mart area were also paved. All the repaved roads were striped. Streets are repaved on a rotation basis.

Final contract amounts were as follows:

Asphalt Milling	25,222 SYI at \$0.90/SYI	\$ 22,699.80
SM-9.5A Asphalt	2,267.57 tons at \$72.00/ton	\$163,265.04
Striping	8,635 LF at \$1.35/LF	<u>\$ 11,657.25</u>
		Total \$197,622.09

The final cost was \$26,342.91 less than the projected cost.

Councilman Barbour mentioned that someone approached him who was within the work area around Wal-Mart complaining that they could not park in their own parking lot while the work was underway. Even upon inquiry, Mayor Horne commented that no one else in that area complained.

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 Real Estate – § 2.2-3711 (A)(3)

Pursuant to Personnel - § 2.2-3711 (A)(1) and Real Estate – § 2.2-3711 (A)(3) of the Code of Virginia and on **motion of Councilman Kidd and second of Councilman Sasser**, the South Hill Town Council entered into **Executive Session** to discuss Personnel and Real Estate matters. The members voted unanimously to enter into said Executive Session.

There was no action taken in Executive Session on the Personnel or Real Estate 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)(3) 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 Kidd, second by Councilwoman Feggins-Boone, to approve **Resolution 246**, dated July 12, 2010, and return to **Open Session**. All members present voted affirmatively.

17. OPEN SESSION

There was no action taken on the Personnel matter in Open Session following the Executive Session.

A motion was made by Councilwoman Bracey, second by Councilman Kidd, on the Real Estate matter to appropriate \$49,000 for sewer collection system land acquisition for the purposes of obtaining property providing access to and on which pumping stations are located. Motion carried 6 to 1 with Councilman Barbour casting the negative vote. Councilman Harper abstained due to conflict of interest.

18. ADJOURNMENT

There being no further business matters before the South Hill Town Council, Mayor Horne adjourned the meeting at 8:26 p.m.

Respectfully submitted by Anna B. Cratch.

Signed:

Attest:

Earl O. Horne, Mayor

Anna B. Cratch, Town Clerk