



**SOUTH HILL TOWN COUNCIL**  
**REGULAR MEETING MINUTES**  
**MONDAY, AUGUST 9, 2010 AT 7:00 PM**

The regular monthly meeting of the South Hill Town Council was held on Monday, August 9, 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 called upon Councilman Sasser to render 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
C. Leroy Sasser		

Councilman Gregg Harper was not present at the meeting.

**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 – JULY 12, 2010**

**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 July 12, 2010, 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 Ordinance Regulating the Use of Public Places**

Kim Callis opened the Public Hearing for comments for and against a proposed ordinance regulating the use of public places. The ordinance generally adds language to Section 70 of the Code of the Town of South Hill regarding Streets, Sidewalks and Other Public Places.

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

**A motion was made by Councilman Kidd, second by Councilwoman Feggins-Boone,** to adopt the ordinance which defines and regulates the use of public places. 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-Aye.

## 6. CODE COMPLIANCE OFFICIAL'S REPORT

### A. Monthly Report

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

Inspections Completed	-	88
Permits Issued	-	28
Fees Collected	-	\$ 1,777.90
UEZ Exemption	-	\$ 0
Rehab Exemption	-	\$ 0
General Exemption	-	\$ 0
Work Value	-	\$ 264,702.00
Jobs Completed	-	56

New businesses for the month of July include Apx Alarm Security Solutions and Dunn Signs.

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

## 7. POLICE CHIEF'S REPORT

Norman Hudson presented his police report for the month of July 2010. Chief Hudson informed Council there were a total of 238 arrests, 685 complaints and 418 call types in July.

He presented the following administrative news:

- Jamie Velvin, C.B. Fleming, Chuck Mayer, Calvin Holmes, Ronnie Edmonds, Carie Dalton and Shane Johnson completed 4 hours each Intoxilyzer Recertification at Blackstone Police Department.
- Jamie Velvin attended an 8 hour Senior Official Workshop at the training academy in Lynchburg.
- Ryan Durham completed 3 days Basic Breath Alcohol Training at the lab in Richmond.
- Staff is advertising for a part time Animal Control Officer. Bryan Chase resigned effective August 5, 2010.

A motion was made by Councilman Sasser, second by Councilwoman Feggins-Boone, to approve the report of the Police Department for the month of July 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 July 31, 2010 as follows:

General Fund	-	\$6,602,941.18	Investment Account	-	\$1,265,497.59
Water and Sewer Fund	-	192,907.24	2008 G.O. Bond	-	\$ 737,954.60
Cemetery Fund	-	63,494.79	Certificate of Deposit	-	\$ 70,000.00
Twin Oaks II	-	<1,325.00>	Total Police Dept. Savings	-	\$ 5,007.69
Meadow Street	-	<5,281.41>			
Total in Checking	-	\$6,852,736.80	Total Past Due Taxes All Yrs.	-	\$ 119,191.34

A motion was made by Councilwoman Bracey, second by Councilman Kidd, to approve the financial report for month ended July 31, 2010 as submitted by Heidi Porter. Motion carried unanimously.

**B. First Citizens Depository Account Resolution**

Ms. Porter reported that the depository account records need to be updated with First Citizens Bank due to the change in personnel over the last few months. She presented Council with a resolution which grants authority to the Mayor, Town Manager, Finance Director and Town Clerk to execute documents related to the Town’s depository account.

A motion was made by Councilwoman Feggins-Boone, second by Councilman Kidd, to adopt the First Citizens Depository account resolution authorizing the Mayor, Town Manager, Finance Director and Town Clerk to execute documents related to this account. Motion carried unanimously.

**9. CITIZENS TO ADDRESS COUNCIL**

**A. Betty Gay Jones, Parker Oil Company, Inc. – 75<sup>th</sup> Anniversary Celebration at Parker Park on Friday, October 1, 2010 from 5 PM to 8 PM**

On behalf of Parker Oil Company, Inc., Betty Gay Jones addressed Council to request permission for them to hold their 75<sup>th</sup> Anniversary Celebration at Parker Park on October 1, 2010 from 5:00 p.m. to 8:00 p.m. As many as 400 people are expected. Parker Oil will contact Chief Hudson with details. Food and alcohol will be supplied by Brian’s Steakhouse. Two large tents will be setup with chairs, and games for the kids are planned.

Kim Callis commented that regulations will need to be drawn out for Parker Park as are currently in effect for Centennial Park. Alcohol is allowed at Centennial Park but the Event Host or Responsible Party must obtain and strictly follow all applicable permits, licenses, and approvals, including but not limited to those issued by the Virginia Alcoholic Beverage Control (ABC) Board, Mecklenburg County Health Department, or other administrative or regulatory agencies. The Event

Host (or Responsible Party) must obtain a \$1,000,000 (One Million Dollar) event liability insurance policy naming the Town of South Hill as an additional insured. A copy of the policy must be delivered to the South Hill Town office at least one week prior to the event. A \$300 (Three Hundred Dollar) security/clean-up deposit must be paid to the Town of South Hill. The deposit is fully or partially refundable at the sole discretion of the Town depending upon the condition of the park at the conclusion of the event. The deposit may be paid by check which will be returned if, after inspection of the premises by Town personnel, the area is found to have been left clean and undamaged.

**A motion was made by Councilman Barbour, second by Councilman Sasser,** to authorize Parker Oil Company, Inc. to hold their 75<sup>th</sup> Anniversary Celebration at Parker Park on October 1, 2010 from 5:00 p.m. to 8:00 p.m. subject to the park policy. Motion carried unanimously.

## **10. COMMITTEE REPORTS**

Councilwoman Bracey reported that the Policy Committee met on August 6 to discuss concerns about the deer population in Town.

Kim Callis informed Council that on July 26, staff met with the DGIF Conservation Police Officer, Matthew Sandy, who inspects the properties and issues Kill Permits if conditions warrant. Kill Permits are valid year-round and only allow what is permitted by local ordinance; therefore, no guns, only bow and arrow could be used. Kill Permits are issued to the property owner who must use the services of a qualified archer to kill specified wildlife. The South Hill Police Department will determine and maintain the list of qualified archers.

Following are several stipulations which may be included in the ordinance. Bows must be discharged from an elevated position at least 12' above the ground. No person shall discharge a bow within 100 feet of any structure, dwelling, building, street, roadway or sidewalk; nor may arrows be directed at any target within 100' of any structure, dwelling, building, street, roadway or sidewalk. Archers must follow all federal, state and local laws, rules, regulations and guidelines pertaining to bow hunting. Carcasses must be properly disposed of by the property owner within 24 hours of a kill. Property owners will be fined \$250 for each violation of these stipulations.

Mayor Horne commented that he had great success keeping the deer away from his gardens by installing an electric fence and using bug spray.

**A motion was made by Councilman Moody, second by Councilman Sasser,** to authorize the Town Manager to draft an ordinance to include Kill Permits. Upon the Town Attorney's review, it will be brought back to Council for approval to advertise for a Public Hearing. Motion carried unanimously.

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

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

### **A. Bryan Street Unimproved ROW Vacation**

Mr. Callis informed Council the Town currently owns an unimproved street ROW extending south from West Danville Street to West Virginia Street. According to Mecklenburg County tax maps, the ROW is bordered by parcels owned by Marlene J. Jackson and Leland W. Jackson and by the Hazel Walker Life Estate and Others. The Jacksons have submitted a written request for the Town to vacate the ROW. Staff has also met with members of the Walker family who are considering if they are interested in or have any objection to the street vacation.

Under Virginia law, the Town is required to: 1) hold a public hearing to allow affected parties to be heard, 2) appoint a three person committee to view the property and report on potential issues arising from vacating the ROW, and 3) adopt an ordinance vacating the ROW. All expenses related to the vacation, including advertising, legal fees and other costs are to be paid by the person(s) making the request. Mayor Horne commented that the three person committee has consisted of the following members for a number of years: Herbert Lee Farrar, Douglas Bugg and Mickey Moore.

**A motion was made by Councilman Barbour, second by Councilwoman Bracey, to proceed with the street ROW vacation process, including holding a public hearing on September 13, 2010 for the unimproved section of Bryan Street which extends south from West Danville Street to West Virginia Street. Motion carried unanimously.**

**B. Basketball Court Fence and Benches**

Mr. Callis reminded Council that at the July 12, 2010 Council meeting, Lincoln Sturdivant requested the Town to place bleachers and install a fence around the basketball courts at Parker Park. After reviewing the site and considering the activities at the courts, to improve safety and security, the Parks Committee and staff recommend installing an 8' fence with two walk-in gates and one drive-in gate and placing four benches at the courts. The fence will be 10' from and completely surround the court. Chain barricades will be installed to prevent access to out of sight areas behind the courts near the tree line. The estimated cost of the work is \$13,000.

**A motion was made by Councilwoman Luster, second by Councilman Moody, to appropriate \$13,000 for the installation of fencing and benches and other improvements around the basketball courts at Parker Park. The expense will be charged to the Parks Capital Outlay Account number 10 0450.7009. Motion carried unanimously.**

**C. South Hill Volunteer Fire Department (SHVFD) Bucket Drive**

Mr. Callis informed Council that Fire Chief Rosser Wells has requested permission for the SHVFD to hold its annual Bucket Drive Fundraiser on September 4, 2010 from 7:00 a.m. until approximately 2:00 p.m. The department will coordinate with the Police Department and observe appropriate safety measures.

**A motion was made by Councilman Kidd, second by Councilwoman Feggins-Boone, to approve the SHVFD Bucket Drive fundraiser beginning at 7:00 a.m. on September 4, 2010. Motion carried unanimously.**

**D. Tobacco Commission Resolution for Funding for Farmers Market Improvements**

Mr. Callis reminded Council that at the July 12, 2010 meeting, Council discussed grant funding opportunities to construct Farmers Market facilities and structures. Council adopted a resolution to apply for a grant up to \$200,000 from a USDA "Know Your Farmer Know Your Food" program. The grant required a 45% match. Staff is working with the SPDC to apply for a Tobacco Commission grant to meet the 45% match. Mr. Callis presented Council with a resolution authorizing the Town Manager to execute documents necessary to apply for matching funds up to \$163,000.

**A motion was made by Councilwoman Bracey, second by Councilwoman Luster, to adopt the Tobacco Commission resolution authorizing the application for funding and execution of**

documents related to matching funds to be used for the construction of South Hill Farmers Market facilities and structures. Motion carried unanimously.

**E. Contract for Expansion of South Hill Regional Wastewater Treatment Plant (WWTP)**

Mr. Callis reported that staff has been working for several years with Mecklenburg County on a project to expand capacity at the WWTP by one million gallons per day (1mgd). To comply with funding agency requirements, the additional capacity has been earmarked to serve commercial and industrial customers along the Highway 58 corridor east of Interstate 85 to the eastern boundary of Brodnax. The expansion is now substantially complete.

Mr. Callis presented Council with a contract indicating the rights and responsibilities of the parties to the project. The contract was drafted by Russell Slayton, Attorney for Mecklenburg County. Mr. Callis reviewed the contract with South Hill Town Attorney, Jimmy Butts and recommended several changes which were incorporated. The contract must be completed in order to receive the final funding allocation from EDA.

**A motion was made by Councilman Sasser, second by Councilman Kidd,** to approve the contract among Mecklenburg County and the Towns of Brodnax and South Hill regarding the Expansion of the South Hill Wastewater Treatment Plant and Allocation of New Capacity. Motion carried unanimously.

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

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

**A. Personnel Report**

**1) Seminars/Training/Other**

- The following Public Works employees received Flagger Certification training: Joshua Spence, Daniel Gwaltney, Donald Cline, Alvin Whittle, Sean Wright, William Edwards and Dannie Kirby.
- Daniel Martin attended a class in Blackstone to become a Certified Pesticide Applicator; he will take the exam in August.
- The safety videos "Heat Stress" and "Don't Lose Your Cool" were shown on Wednesday July 28 to members of the Public Works Department.

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 July 2010:

**A. Project Completions**

Bill Wilson informed Council that 14 new streetlights (double mounted lights on seven new poles) have been constructed on Route 58 East. They are located in the median from Rt. 618, High Street east to the La Crosse town limits. They are an extension of the same type of streetlight located between Rt. 618 and I-85.

The Public Works Department has replaced approximately 2700' of 2" galvanized waterline on Leonard and Pettus Streets, both ends looping back to Pace Drive. The new plastic C900 line is 6", which allows two fire hydrants to be installed. The waterline serves 28 residences, which have all been connected.

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

**B. Bid Award for Meadow Street Community Improvement Project**

Bill Wilson informed Council that six bids were received on August 3, 2010 at 2:00 p.m. for the Meadow Street Community Improvement Project. This portion of the project is for the water and sewer and stormwater infrastructure. It also included the street repairs associated with the improvements. The bid results were as follows:

CONTRACTOR	TOTAL BASE BID
Biggs Construction Company - La Crosse	\$393,777.00
Virginia Carolina Paving - South Boston	\$443,720.00
H. G. Reynolds Company, Inc. - Henderson	\$451,262.00
Marshall Construction Company, Inc. - Danville	\$452,110.35
Castle Heights Construction, Inc. - Boydton	\$467,212.00
J. D. Ludwig, Inc. - West Point	\$589,519.70

A change order ensued to remove all asphalt replacement of the street repairs to be replaced with 21-A stone; the Town will perform that work. With the inclusion of the change order, Biggs Construction Company was still the low bidder. The contract price incorporating the change order is \$332,527.00.

**A motion was made by Councilman Barbour, second by Councilman Kidd, to award the contract for infrastructure improvements for the Meadow Street Community Improvement project to Biggs Construction Company for \$332,527.00. Motion carried 6 to 0. Councilwoman Luster abstained and Councilman Harper was absent.**

**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 7:41 p.m.

Respectfully submitted by Anna B. Cratch.

Signed:

Attest:

---

Earl O. Horne, Mayor

---

Anna B. Cratch, Town Clerk