



**SOUTH HILL TOWN COUNCIL**  
**REGULAR MEETING MINUTES**  
**TUESDAY, OCTOBER 11, 2011 AT 7:00 PM**

The regular monthly meeting of the South Hill Town Council was held on Tuesday, October 11, 2011 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	M. B. "Millie" Bracey	Gregg Harper
J. Woodrow "Woody" Kidd	Delores B. Luster	Mike Moody
C. Leroy Sasser		

Councilwoman Lillie Feggins-Boone was not present at the meeting.

**B. Staff in Attendance**

Kim Callis, Town Manager	Anna Cratch, Town Clerk
Charles Hudson, Code Compl. Official	Karen Lambert, H.R. Manager
Heidi Porter, Finance Director	Bill Wilson, Public Works Director

**4. APPROVAL OF MINUTES – SEPTEMBER 12, 2011**

**A motion was made by Councilman Harper, second by Councilman Barbour,** to dispense with the reading of the minutes from the regular meeting held on September 12, 2011, 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 Amendments to the Town Charter**

Kim Callis opened the Public Hearing for comments for and against the proposed amendments to the Charter of the Town of South Hill. The amendments make technical corrections to accurately reflect Town positions and related responsibilities.

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

**A motion was made by Councilwoman Bracey, second by Councilman Kidd,** to adopt the proposed amendments to the Town Charter effective upon approval by the Virginia General Assembly. Motion carried 6 to 1 with Councilman Barbour casting the negative vote.

#### **B. Kim Callis – Proposed Amendments to Chapter 50, Halloween Ordinance**

Kim Callis opened the Public Hearing for comments for and against the proposed amendments to Chapter 50 – Halloween, of the Code of the Town of South Hill. The proposed amendments clarify age and hour limits, wearing of costumes and curfews on Halloween. Chief Hudson also wants people to know that state law prohibits anyone under the age of 15 to ride in the body of a pickup truck, on a trailer, or on any type of open vehicle.

There were no speakers in favor of or against the proposal. In response to a question, Mr. Callis stated 911 should be called if anyone experiences a problem.

**A motion was made by Councilman Kidd, second by Councilman Barbour,** to adopt the proposed amendments to Chapter 50 – Halloween, of the Code of the Town of South Hill, effective immediately. Motion carried unanimously.

#### **C. Kim Callis – Garbage Collection and Recycling**

Kim Callis presented a PowerPoint presentation regarding the proposed outsourcing of curbside garbage collection service and offering recycling service to residential and small commercial customers. The proposed changes were included in the September water bill mailing. For a number of years, staff has looked into offering recycling services, but it didn't make sense because the cost would more than double to pick up garbage and offer recycling. This year, a commercial garbage truck needs to be replaced. Staff looked at outsourcing curbside and commercial garbage collection. To outsource the commercial customers with dumpsters with the same level of service the Town currently provides, the rate would increase up to 63%. Businesses have the freedom to contract with a private hauler if they want; CMH, Wal-Mart and other businesses do it. South Hill sends 350 tons of garbage on average monthly from commercial customers to the landfill and 140 tons a month from curbside.

Staff talked with several different companies about offering garbage collection and recycling. Generally, the companies provide the roll off containers which are placed by the side of the road. It looks much cleaner and is much easier to collect. After it is collected, the garbage goes to the Mecklenburg County landfill. The recyclables go to a recycling facility in Raleigh. Less is sent to the landfill and many items are recycled and used again.

Mr. Callis showed a slide featuring a Waste Industries truck that is operated by one individual. What is currently a three person operation would become a one person operation. The Town would continue to collect white goods and provide brush and leaf collection service, but everything else must be placed in a container for collection. The three garbage container sizes offered are 35 gallon, 65 gallon and 95 gallon. For recycling, experience has shown a 65 gallon container is the appropriate size. Items that can be recycled include aluminum cans, glass bottles and jars (green, brown and clear), metal cans, some plastic beverage containers, newspapers, magazines, junk mail,

cardboard and paper. One container for garbage and one container for recycling would be provided to each curbside customer. Citizens would need to provide the size and number of containers they want. There is a monthly charge for extra containers (\$7 for garbage/\$3 for recycling). Garbage is collected weekly, and recycling is collected every other week. The only holidays the contractor would observe are Thanksgiving Day, Christmas Day, and New Year's Day. Recycling helps reduce the potential for residential tipping fees because less is sent to the landfill. If neighboring localities join in, there is a potential for a satellite office to be established in Town. Currently, residents pay \$10 monthly for trash collection services; staff is proposing curbside collection be \$13 a month. By outsourcing curbside, three positions within the Town would be eliminated; however, the contractor needs a driver that knows the route and the other two employees would be offered other positions within the Town. Expenses to the Town would be reduced by approximately \$190,000 a year.

Many citizens responded when the floor was opened for discussion. Mr. Callis answered questions by stating the current garbage truck would be kept on hand during the transition and would be sold afterwards with the proceeds going into the general fund. There is an application form available for disabled or handicapped individuals that need assistance moving their garbage/recycling containers. Items can be taken to the county convenience center, but the Town and the county are separate. Town employees that collect commercial garbage and brush and grass clippings would not be affected. Once garbage/recyclables are collected, containers should be rolled back to the home. Citizens are encouraged to recycle, but there are no penalties in place for not doing so. A 5-year contract between the Town and the contractor is being proposed with price increases tied to the consumer price index. If outsourcing ever became cost prohibitive, staff would again evaluate all options. If awarded the contract, services would start early next year. Waste Industries has been asked to contact every commercial business in Town to see if they can assist them. A few citizens desiring to discuss issues regarding the collection of brush and grass clippings or snow removal were asked to call the Town Hall with their concerns. Brush and clippings should never be placed in the street because it clogs the storm drains. Several citizens favorably spoke regarding having the option to recycle.

Councilman Barbour mentioned that the Town's charge of \$10 a month for trash pickup along with brush and grass clippings is cheap. He expressed concerns about the proposed contractor not having a cap but stated it is a really good way for our Town to be able to afford recycling. Councilman Moody requested Mr. Callis bring the contract before Council for a final review before it is executed. Mayor Horne commented Public Works does an excellent job in providing services to the Town.

**A motion was made by Councilman Kidd, second by Councilman Harper,** that the Town contract with Waste Industries to provide curbside garbage collection and recycling services to customers who may be responsibly served by using roll out carts; and to authorize the Town Manager to schedule implementation of said services with contract approval by Town Council. Motion carried unanimously.

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

Charles Hudson presented his report of activity for the month of September 2011 as follows:

Completed Jobs	-	43
Permits Issued	-	21
Fees Collected	-	\$ 819.08
Work Value	-	\$ 199,200.00

**A motion was made by Councilman Harper, second by Councilman Barbour,** to approve the report of the Code Compliance Official for the month of September 2011 as submitted by Charles Hudson. Motion carried unanimously.

**7. POLICE CHIEF’S REPORT**

Mayor Horne presented the police report for the month of September 2011. Chief Hudson informed Council there were a total of 331 arrests, 739 complaints, and 436 call types in September.

He presented the following administrative news:

- Sergeant Shane Johnson and Corporal Harvey King instructed Defensive Tactics at the training academy. Sergeant Jamie Velvin instructed Defensive Driving.
- Captain Mike Mayer attended the VACP Conference held in Norfolk. During the conference, the H.E.A.T. awards were presented. The South Hill Police Department received 1<sup>st</sup> place in Division 3 in recognition of the department’s efforts to “Help Eliminate Auto Theft”. Captain Mayer was also recognized for his efforts in the H.E.A.T. Program as our coordinator.
- Officer Neal Puryear completed 40 hours Basic Crime Prevention training in Chesterfield.
- Officer Neal Puryear also instructed three separate NCIC/VCIN certification classes at the police department. Officer Puryear has been assisting the Mecklenburg Sheriff’s Office in certifying each of their deputies.
- Officer Chris Parrott recertified as a Child Passenger Safety Technician at the police department.
- Detective Chuck Mayer attended the annual Investigative Roundtable Crime Conference at Virginia Beach.
- Detectives Chuck Mayer and Nelson Watson attended “Searches of Electronic Media and Computers” training at the training academy in Lynchburg.
- Corporal Harvey King completed Defensive Tactics Instructor Recertification at the training academy.
- The South Hill Police Department held a public auction on October 1, 2011. Total sales were \$10,647; \$8,967 was cleared after expenses were paid.

**A motion was made by Councilman Sasser, second by Councilman Kidd,** to approve the report of the Police Department for the month of September 2011 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 September 30, 2011 as follows:

General Fund	-	\$7,051,570.02	Total Investment Accounts	-	\$2,279,322.26
Water and Sewer Fund	-	<11,487.39>	Total Investment Account	-	\$2,279,322.26
Cemetery Fund	-	64,824.79	Certificate of Deposit	-	\$ 70,000.00
Twin Oaks II	-		Total Police Dept. Savings	-	\$ 12,247.36
Meadow Street	-	<14,244.33>			
Total in Checking	-	\$7,090,663.09	Total Past Due Taxes All Yrs.	-	\$ 107,378.82

New businesses for the month of September include Care Advantage, Inc., Off The Top, Kay Cee Video, LLC, Jessica's Salon Diva's Den, and Twin Lakes Outfitters.

The CD that just matured was renewed with First Citizens Bank. The tax bills are going to be mailed the end of this month.

**A motion was made by Councilman Kidd, second by Councilwoman Bracey, to approve the financial report for month ended September 30, 2011 as submitted by Heidi Porter. Motion carried unanimously.**

**9. CITIZENS TO ADDRESS COUNCIL**

There were no citizens present who wished to address Council.

**10. COMMITTEE REPORTS**

Councilman Moody commented he attended the Fire Department competition in Blackstone. The South Hill Volunteer Fire Department (SHVFD) finished first overall. The competition was very impressive. On behalf of Council, Mayor Horne sent a letter to the SHVFD congratulating them on another win.

**11. APPOINTMENTS**

**A. Board of Zoning Appeals (BZA)**

Mayor Horne informed Council that C. Glasgow "Gig" Butts served on the BZA faithfully for many years. His term expired in 2010 and has not been filled. The BZA Board has requested that another person with legal skills be appointed. The Board meets on an on-call basis.

Ed Pernell's BZA appointment expires on November 7, 2011. Mr. Pernell has been contacted and does wish to serve another five year term commencing November 8, 2011 and ending November 7, 2016.

Douglas Bugg's appointment expires on December 31, 2011. Mr. Bugg has served on the BZA many years and has asked that another person be appointed. Charles Butts, Gig's son, has been contacted and does wish to serve on the BZA. Mr. Butts would bring the legal counsel the board is seeking. His five year term would commence on January 1, 2012 and end on December 31, 2016.

Another member still needs to be appointed to serve as alternate on this board.

**A motion was made by Councilman Barbour, second by Councilman Kidd, to reappoint Ed Pernell (November 8, 2011 to November 7, 2016) and to appoint Charles Butts (January 1, 2012 to December 31, 2016) to the BZA board for five year terms. Motion carried unanimously.**

**12. TOWN MANAGER'S REPORT**

Kim Callis submitted the following report for the month of September 2011:

**A. Potential E. Atlantic Street Gateway Project**

Mr. Callis and Gail Moody have been communicating with Leander Pambid, a candidate for a Masters Degree in Urban and Regional Planning at Virginia Commonwealth University, about a project in South Hill as the subject of his thesis. Mr. Pambid is working on the outline of the project and has been asked to specifically consider ways to potentially improve the appearance of the East Atlantic Street corridor. Mr. Pambid is also a Henrico County Planner, has lived and worked in South Boston, is familiar with South Hill and understands issues facing small towns.

The project is an excellent way for us to extend our revitalization efforts along a very busy street and to get ideas about other local concerns, such as blight and empty buildings. There is no financial commitment to the Town to participate in this project, nor are we committed to implementing any ideas that may be identified. Our commitment is to provide tax, zoning and similar information as well as feedback during the project. The SPDC and the SHRC would also be involved. Mr. Callis would need to make two trips to VCU to meet with the project review panel and Mr. Lambid's professor, one at the beginning of the project and one for the final presentation. The value of something like this has been estimated at \$30,000 to \$40,000.

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

#### **B. 2012 Holiday Schedule**

Kim Callis presented Council with copies of the 2012 Commonwealth of Virginia Holiday Calendar. He requested Council approval of the calendar which would allow for the following additions to the existing Town holiday schedule:

- Wednesday, November 21 – offices close at noon
- Monday, December 24 – offices closed

Mr. Callis also requested that the October 8, 2012 meeting be rescheduled to Tuesday, October 9 in observance of Columbus Day and the November 12, 2012 meeting be rescheduled to Tuesday, November 13, 2012 in observance of Veterans Day.

Councilman Moody suggested approving any additional holidays granted by Governor McDonnell. Mr. Callis commented Council can be contacted, but the Town cannot always observe additional days because of the services we provide.

**A motion was made by Councilman Moody, second by Councilwoman Bracey, for adoption of the 2012 Commonwealth of Virginia Holiday Calendar and to hold the October 2012 meeting on October 9, 2012 and the November 2012 meeting on November 13, 2012. Motion carried unanimously.**

#### **C. Urban Development Area (UDA) Zoning**

At the August 2011 meeting, Council discussed the fact that under § 15.2-2223.1 of the Code of Virginia, Mecklenburg County is required to meet the Commonwealth of Virginia's UDA requirements by designating one or more UDAs through a Comprehensive Plan amendment. The Commonwealth defines UDAs as areas that are appropriate for higher density development due to proximity to transportation facilities, the availability of water and sewer, or proximity to an already-developed area. The legislation also encourages, to the extent feasible, redevelopment or new development within UDAs. Mecklenburg County has requested that South Hill partner with them to meet the UDA zoning requirement.

Council directed that this issue be studied by the South Hill Planning Commission. At its September meeting, the Commission was presented with information prepared by the consulting team of Rhodeside & Harwell, a planning and urban design firm, Code Studio (nationally known zoning experts) and Rummel Klepper & Kahl (RK&K) for transportation analysis, all of whom had been retained by Mecklenburg County under a \$50,000 VDOT grant.

Mr. Callis presented Council with a map indicating the area recommended by the consultants to be designated as a UDA. The items within the map boundaries are merely examples of things that can be done – they are not suggestions of what should be done. It should also be noted that UDAs do not regulate land use and do not change existing underlying zoning unless a property owner or developer chooses to develop a property according to the UDA requirements, nor do they prevent the rezoning of properties located outside UDA boundaries. UDAs are strictly an overlay of the existing zoning which allows more flexibility for that district. While some specifics remain to be worked out such as street widths and setbacks, the Planning Commission has recommended that staff move forward with the UDA designation process.

There are potential advantages to the UDA designation. There is no cost to the Town to adopt the designation. It expands options for development in the area and should be viewed favorably by VDOT when considering new roads. Staff is not aware of any disadvantages.

Over the years, staff has talked with CMH and others. There have been concerns about congestion at the intersection of Mecklenburg Avenue and Ferrell Street. With everything going on with CMH, the potential for traffic is increasing. To get a traffic light installed at Ferrell Street is going to be very challenging. If the zoning is designated, it will give us the flexibility to possibly open up a corridor from Chaptico Road over to Ecco Avenue.

The next step in this process is to notify property owners in the area being considered and to hold a public meeting to hear comments and respond to questions.

Janice Pernell commented that the concept is wonderful. There were just concerns of getting everything done within the given timeframe. Mr. Callis mentioned all we are obligated to do is to define the boundaries of the area and to amend our comprehensive plan and zoning ordinance.

**A motion was made by Councilman Barbour, second by Councilman Sasser,** to authorize staff to notify property owners in the proposed UDA area and to hold a public hearing at the November 14 regular Council meeting to hear comments regarding UDA zoning. Motion carried unanimously.

**D. Kim Callis, South Hill YMCA – Annual Autumn Classic 5k/10k Walk/Run at Parker Park on October 29 from 8:30 AM to 12:00 PM**

On behalf of the South Hill YMCA, Kim Callis addressed Council to request permission for the YMCA to hold their Annual Autumn Classic 5k/10k Walk/Run at Parker Park on October 29, 2011 from 8:30 a.m. to 12:00 p.m. Marcus Hargrave has provided Norman Hudson with the details.

**A motion was made by Councilwoman Bracey, second by Councilwoman Luster,** to authorize the South Hill YMCA to hold their Annual Autumn Classic 5k/10k Walk/Run on October 29, 2011 from 8:30 a.m. to 12:00 p.m. at Parker Park in coordination with the Police Department. Motion carried unanimously.

### **13. HUMAN RESOURCES MANAGER'S REPORT**

Karen Lambert presented the following administrative news for the month of September 2011:

#### **A. Personnel Report**

##### **1) Seminars/Training/Other**

- Jerry Eyler successfully participated in an online training for Lambda Sensors, Sparkplugs, and Ignition leads, sponsored by NTK.
- Ben Young attended Introduction to Biological Nutrient Removal at HRSD's Chesapeake-Elizabeth Wastewater Plant in Virginia Beach on September 20-21, 2011.
- Charles Hudson attended the VBCOA Annual School and Conference in Williamsburg on September 26-27, 2011.
- Wayne Hudson attended the Water Joint Annual Meeting sponsored by VWEA and VA AWWA in Virginia Beach on September 27-29, 2011.
- Karen Lambert attended an Excel training workshop in Raleigh, NC on September 29, 2011.

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

### **14. PUBLIC WORKS DIRECTOR'S REPORT**

Bill Wilson submitted the following report for the month of September 2011:

#### **A. Notice of Award – Repainting of the Plank Road Elevated Water Storage Tank**

On September 27, 2011, the Town of South Hill received bids for the Repainting of the Plank Road Elevated Water Storage Tank. Bids for this project were originally received in August, but due to some discrepancies concerning the scope of work, it was decided to rebid the project. At the September 12, 2011 Council meeting, Council agreed and moved to authorize staff to award the contract for the repainting of the water tank to the lowest responsible bidder.

Five bids were received. Southern Corrosion, Inc. was the low bidder at \$62,189.00, and a notice of award has been sent to them. Southern Corrosion was the company that painted the Circle Drive water tank.

The scope of work includes pressure washing all exterior surfaces, spot repairs of tank exterior, and repainting of all exterior surfaces.

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

#### **B. Bid Award – Front End Loading Refuse Truck**

On September 27, 2011, the Town of South Hill received bids for the purchase of a front end loading refuse truck. This type of truck is used for loading, transporting and disposing of solid waste from commercial dumpsters.

Eleven bids were received that included various brands of chassis, engines and bodies. The primary qualifying factors for determining the bid award are based on cost, engine horsepower, warranty and delivery date. All the trucks are a tandem-axle with a 40 cubic yard capacity.

Upon review of the bid submittals, staff recommends the following truck as the top qualifier: 2011 Peterbuilt with a 380 horsepower Cummins engine and a Newway Mommoth body. The truck has a one-year warranty and a two-year warranty on the hydraulic cylinders. The truck can be delivered in ten days. The bid was submitted by Tom's Truck Sales at a cost of \$194,964.00.

Mayor Horne requested all bids be listed on reports.

**A motion was made by Councilman Sasser, second by Councilman Kidd,** to award the bid for the purchase of a front end loading refuse truck to Tom's Truck Sales for \$194,964.00. Motion carried unanimously.

**15. OLD BUSINESS**

There was no old business.

**16. NEW BUSINESS**

There was no new business.

**17. EXECUTIVE SESSION**

**Personnel – § 2.2-3711 (A)(1)**

Pursuant to Personnel - § 2.2-3711 (A)(1) 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 a Personnel matter. The members voted unanimously to enter into said Executive Session.

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

**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**, § 2.2-3711 (A)(1) 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 Councilwoman Luster, second by Councilman Barbour,** to approve **Resolution 258**, dated October 11, 2011, and return to **Open Session**. All members present voted affirmatively.

**18. OPEN SESSION**

A motion was made by Councilwoman Bracey, second by Councilman Kidd, on the Personnel matter to adopt the Attendance Policy effective November 5, 2011 and to adopt the Personal Time Off Policy effective January 1, 2012. A **roll-call vote** was requested and voiced as follows:

Councilman Barbour-Aye	Councilwoman Feggins-Boone-Absent
Councilwoman Bracey-Aye	Councilman Harper-Aye
Councilman Kidd-Aye	Councilman Luster-Aye
Councilman Moody-No	Councilman Sasser-Aye.

**19. ADJOURNMENT**

There being no further business matters before the South Hill Town Council, Mayor Horne adjourned the meeting at 9:15 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