



SOUTH HILL TOWN COUNCIL

REGULAR MEETING MINUTES

MONDAY, NOVEMBER 14, 2011 AT 7:00 PM

The regular monthly meeting of the South Hill Town Council was held on Monday, November 14, 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	Lillie Feggins-Boone
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 – OCTOBER 11, 2011

A motion was made by Councilman Barbour, second by Councilwoman Feggins-Boone, to dispense with the reading of the minutes from the regular meeting held on October 11, 2011, since all Council members had received copies prior to the meeting, and approve as submitted by Anna Cratch. Motion carried unanimously.

5. SERVICE AWARDS

Carie Dalton Watters, Police Department, was recognized with a Certificate of Accomplishment and Award for 10 years of service to the Town, effective November 8.

6. PUBLIC HEARINGS

A. Charles Hudson – Proposed Urban Development Area (UDA)

Charles Hudson opened the Public Hearing for comments for and against the proposed UDA. The Town is partnering with Mecklenburg County on this project. UDA's are areas with more compact, high-density development patterns that are located close to existing developed areas and can accommodate expected population growth. They are overlay zones of the existing zoning districts. The proposed UDA does not change the current zoning but offers more flexibility.

Robert Hendrick of Mecklenburg County reported if counties reach a certain population, they are required to do at least one UDA. A grant was received from VDOT for this purpose. A consulting firm hired by VDOT located a qualifying area in South Hill. There is no cost to the Town. The deadline to have the UDA areas designated is July 1, 2012.

Kim Callis mentioned that all of this is an idea we are working with Mecklenburg County on to meet a legislative mandate. The South Hill Planning Commission would determine the overlay zoning. Any constructed roads would be the responsibility of the developer. Staff does not see any negative to moving forward.

There were several questions from the audience; however, there were no speakers against the proposal. At the Public Hearing held on October 3, 2011, the South Hill Planning Commission voted to recommend that Council move forward with the proposed UDA.

A motion was made by Councilman Kidd, second by Councilwoman Bracey, that the Town move forward with the implementation of the Urban Development Area boundaries as shown on the map furnished by Rhodeside and Harwell. Motion carried unanimously.

7. CODE COMPLIANCE OFFICIAL'S REPORT

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

Inspections Completed	-	42
Permits Issued	-	29
Fees Collected	-	\$ 2,123.14
UEZ Exemption	-	\$ 0
Rehab Exemption	-	\$ 3,000.00
General Exemption	-	\$ 385,000.00
Work Value	-	\$ 647,565.00
Jobs Completed	-	28

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

8. POLICE CHIEF'S REPORT

Norman Hudson presented the police report for the month of October 2011. Chief Hudson informed Council there were a total of 239 arrests, 603 complaints, and 423 call types in October.

He presented the following administrative news:

- Sergeant Shane Johnson and Corporal Harvey King instructed Defensive Tactics, Lieutenant Bernie Puryear instructed Crime Scene Practicals, and Tony Solomon instructed Accident Investigations at the training academy in Lynchburg.
- All officers completed their department physicals.
- Donna Burch attended a two day Dapro User Conference at Virginia Beach and IBR Training at the training academy in Lynchburg.

A motion was made by Councilman Sasser, second by Councilwoman Luster, to approve the report of the Police Department for the month of October 2011 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 October 31, 2011 as follows:

General Fund	-	\$6,674,681.01	Total Investment Accounts	-\$2,280,503.51
Water and Sewer Fund	-	238,135.81	Certificate of Deposit	-\$ 70,000.00
Cemetery Fund	-	64,824.79	Total Police Dept. Savings	-\$ 12,248.47
Twin Oaks II	-		Total Past Due Taxes All Years	-\$ 103,423.73
Meadow Street	-	<15,331.21>		
Total in Checking	-	\$6,962,310.40		

New businesses for the month of October include Dobson Forest Products, Centimark Corporation (at CMH), Benchmark Construction (at new Dollar General), and Tiger on the Run.

A motion was made by Councilman Barbour, second by Councilwoman Bracey, to approve the financial report for month ended October 31, 2011 as submitted by Heidi Porter. Motion carried unanimously.

B. Financing of Front End Loading Refuse Truck

Ms. Porter reminded Council that at the October 11, 2011 meeting, the bid for the Front End Loading Refuse Truck was awarded to Tom’s Truck Sales in the amount of \$194,964. During the budget process, it was approved to finance this truck for a two year period. The local banks were contacted and the following bids were received.

BANK	BID
BB&T	1.58% with a \$250 origination fee
Citizens Bank & Trust	4.00% with a \$100 origination fee
CCB	2.85% with no fees
First Citizens Bank	2.26% with a \$500 origination fee

Staff recommends the bid be awarded to BB&T.

A motion was made by Councilman Barbour, second by Councilwoman Luster, to award the bid to finance the Front End Loading Refuse Truck to BB&T at a rate of 1.58% with a \$250 origination fee for two years. Motion carried unanimously.

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:

Cory Beasley	Morgan Cain	Kenya Cypress
Amaranta Prieto	Nia Randolph	Kaitlin Reese
Tyler Tackett	Allisan Urda	Emily Whitby

B. Stacey Thompson – Buzzard Problem at 806 Plank Road

Stacey Thompson addressed Council regarding a big issue with buzzards at her property at 806 Plank Road, which is two houses down from the water tower. The buzzards tear up the trash, take the clothes off the line, eat the cat and dog foods, and even get in the swimming pool. Ms. Thompson has made several complaints and spoken with Chief Hudson about it. She stated it is embarrassing that every morning between 6:00 a.m. and 9:00 a.m., there are 40 to 50 buzzards in her yard.

Kim Callis reported the contractor is getting ready to repaint the tank. Public Works is looking into what type of addition or modification can be done to the tank to hopefully keep the buzzards away. Mr. Callis has contacted the US Fish and Wildlife Service who informed him buzzards are a protected species. Under very limited conditions, steps can be taken to get rid of them. Staff will be glad to work with Ms. Thompson. Mr. Callis asked her to take pictures and bring them to Chief Hudson so that we have documented evidence of the extent of the problem. The Fish and Wildlife Service can issue permits, but it is a very complicated process. There is a Town ordinance prohibiting shooting guns in Town. The best option is to modify the tank in a manner to keep the buzzards away.

Mayor Horne commented that thousands of pigeons used to stay on top of the Colonial. He discovered a product that could be placed on the ledges, and the pigeons have stayed away. Bill Wilson mentioned that staff has looked into a reflective Mylar tape that has worked to keep the buzzards away in some areas. Norman Hudson stated the Department of Agriculture informed him several years ago that if a buzzard was painted upside down on the tank, the other buzzards would not land there. Mayor Horne commented that this particular type of bird will just move to another location. Chief Hudson mentioned blanks have been taken off the market because they blew up some guns. Mr. Callis stated that staff would like to try all options before a kill permit is pursued.

11. COMMITTEE REPORTS

There were no committee reports.

12. TOWN MANAGER'S REPORT

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

A. Sidewalk Sale

Mr. Callis reported the Farmers Market shelters are going up at the Market Square and being painted. The roof will be installed soon along with the sign. Hopefully all that will be complete by Saturday, December 3 for the South Hill Market Square Committee's first Christmas Farmers Market from 8:00 a.m. until noon. Up to 25 vendors (24 have signed up already) will be selling a variety of homemade and homegrown products including wreaths, jewelry, wood crafts, ornaments, artwork, baked goods and other holiday items.

In conjunction with the special Market day, the South Hill Revitalization Committee and several downtown merchants would like to hold a sidewalk sale on December 3 from 8:00 a.m. until 5:00 p.m.

A motion was made by Councilman Barbour, second by Councilwoman Luster, to approve a sidewalk sale in conjunction with the Christmas Farmers Market on December 3 from 8:00 a.m. until 5:00 p.m. Motion carried unanimously.

B. Bid Award – Comprehensive Roadside Management Plan (CRMP)

Mr. Callis reminded Council that at its February 2011 meeting, Council adopted a resolution to participate in VDOT's CRMP. The program provides a framework for local governments to undertake beautification projects along our roadways. Staff has worked with Proctor Harvey of Harvey Land Design Architects and others to develop a CRMP for South Hill. South Hill's primary focus is the beautification of six gateways to our Town, primarily along Highways 1, 47 and 58 and the interchanges on Interstate Highway 85.

Our first sizable CRMP project involves clearing, grading and stabilization work along the I-85 corridor north and south of the Exit 15 interchange. On November 1 at 2:00 p.m., bids for this work were opened at the offices of B&B Consultants by Sam Carroll, P.E. The bid results were as follows.

CONTRACTOR	BID
R. F. Howerton	\$163,948.84 (147,571.50 + 16,377.34)
J. A. Barker Construction	\$210,501.00 (198,501.00 + 12,000.00)
Rocky Branch Farms	\$244,410.50 (228,810.50 + 15,600.00)
Virginia-Carolina Paving	\$388,308.75 (363,558.75 + 24,750.00)
Burleigh Construction Company	\$406,718.00 (326,984.00 + 79,734.00)

A motion was made by Councilman Kidd, second by Councilwoman Luster, to award the contract for clearing, grading, stabilization and related work along Interstate-85/Exit 15 Northbound and Southbound under South Hill's Comprehensive Roadside Management Plan to R. F. Howerton, Inc. Motion carried unanimously.

13. HUMAN RESOURCES MANAGER'S REPORT

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

A. Personnel Report

1) Seminars/Training/Other

- Kim Callis attended the VML Annual Conference October 2-7 in Richmond.
- Ben Young attended a DEQ class on Activated Sludge Process Control October 5-6.
- Heidi Porter attended a VML seminar on Strategies to Improve Delinquent Collections on October 25 in Richmond.
- Mark Novsak and Heidi Porter attended a seminar on How to be an Outstanding Communicator on October 28 in Raleigh, NC.

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 October 2011:

A. Project Completions

Sewer Line Replacement: The Public Works Department recently replaced a branch of the Taylor’s Creek sewer system. 1934’ of 8” clay line was replaced with a PVC line of the same size. The upstream end of the replaced sewer main is located across from Pine View Nursing Home on Academy Lane.

Stormwater Drainage Pipe Replacement: Barker Construction Company replaced the stormwater drainage pipe that runs under Forest Hill Drive between Sunset Lane and Raleigh Avenue. The old 24” corrugated galvanized pipe that had rusted was replaced with 40’ of 36” HDPE double-walled corrugated pipe.

Water Main Extension: The 6” water main that runs down Betty Lane was recently extended 300’ with a 2” waterline by the Public Works Department. This line will provide water for the two residential lots at the end of that street.

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

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), Legal – § 2.2-3711 (A)(7) and Prospective Business – § 2.2-3711 (A)5)

Pursuant to Personnel - § 2.2-3711 (A)(1), Legal - § 2.2-3711 (A)(7) and Prospective Business - § 2.2-3711 (A)(5) 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,

Legal and Prospective Business matters. The members voted unanimously to enter into said Executive Session.

There was no action taken in Executive Session on the Personnel, Legal or Prospective Business 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), 2.2-3711 (A)(7), and 2.2-3711 (A)(5) 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 Councilwoman Feggins-Boone, second by Councilman Barbour, to approve **Resolution 259**, dated November 14, 2011, and return to **Open Session**. All members present voted affirmatively.

18. OPEN SESSION

A motion was made by Councilman Kidd, second by Councilwoman Feggins-Boone, on the Legal matter to approve the Solid Waste Collection and Disposal agreement with Waste Industries and authorize the Town Manager to execute related documents and to schedule the implementation of the service charges. All members present voted affirmatively.

There was no action taken on the Personnel or Prospective Business matters in Open Session following the Executive Session.

19. ADJOURNMENT

There being no further business matters before the South Hill Town Council, Mayor Horne adjourned the meeting at 8:38 p.m.

Respectfully submitted by Anna B. Cratch.

Signed:

Attest:

Earl O. Horne, Mayor

Anna B. Cratch, Town Clerk