



SOUTH HILL TOWN COUNCIL
REGULAR MEETING MINUTES
MONDAY, JANUARY 13, 2020, 7:00 P.M.

The regular monthly meeting of the South Hill Town Council was held on Monday, January 13, 2020 at 7:00 p.m. in the Council Chambers of the South Hill Town Hall located at 211 South Mecklenburg Avenue, South Hill, Virginia 23970.

1. CALL TO ORDER

Honorable Mayor Dean Marion called the regular meeting to order at 7:00 p.m.

2. INVOCATION

Mayor Marion rendered the invocation.

3. ROLL CALL

Mayor Marion called upon Anna Cratch to call the roll, which was as follows:

A. Council Members

Glenn C. Allen	M. B. "Millie" Bracey	Lisa V. Jordan
Delores B. Luster	W.M. "Mike" Moody	C. Leroy Sasser
G. Ben Taylor		

Councilwoman Lillie Feggins-Boone was absent from the meeting.

B. Staff in Attendance

Stuart Bowen, Police Chief	Kim Callis, Town Manager
Anna Cratch, Town Clerk	Sheila Cutrell, Dir. of Finance and Admin.
David Hash, Code Compliance Official	Carol Hutchinson, HR Manager
Brent Morris, Business Devt. Manager	

4. APPROVAL OF MINUTES – DECEMBER 9, 2019

A motion was made by Councilwoman Luster, second by Councilwoman Bracey, to approve the minutes of the regular meeting held on December 9, 2019 as submitted by Anna Cratch. Motion carried unanimously.

5. PUBLIC HEARINGS

A. Kim Callis – Proposed amendment to the Loitering Ordinance Section 50-3

Kim Callis informed Council a Public Hearing has been called for comments on a proposed amendment to Section 50-3 that changes the penalty for conviction of loitering to be punishable as a class 3 misdemeanor (up to \$500).

Mr. Callis opened the Public Hearing. No one commented regarding the proposed amendment.

Mr. Callis closed the Public Hearing. **A motion was made by Councilman Moody, second by Councilman Allen**, to adopt the proposed amendment to Section 50-3 of the Code of the Town of South Hill that changes the penalty for conviction of loitering to be punishable as a class 3 misdemeanor. A **roll-call vote** was requested and voiced as follows:

Councilman Allen-Aye	Councilwoman Bracey-Aye
Councilwoman Feggins-Boone-Absent	Councilwoman Jordan-Aye
Councilwoman Luster-Aye	Councilman Moody-Aye
Councilman Sasser-Aye	Councilman Taylor-Aye.

6. CODE COMPLIANCE REPORT

A. Monthly Report

David Hash presented the report of activity for December 2019 as follows:

Inspections Completed	-	26
Permits Issued	-	13
Fees Collected	-	\$ 952.43
UEZ Exemption	-	\$ 0
Rehab Exemption	-	\$ 0
General Exemption	-	\$ 0
Work Value	-	\$ 122,651.00

New businesses for December include:

- McDonalds, 1864 N. Mecklenburg Avenue and 916 E. Atlantic Street (new restaurant owner, Susdewitt Enterprises, LP)
- Pizza Hut, 829 E. Atlantic Street (new restaurant owner, Tasty Hut of VA, LLC)

A motion was made by Councilman Moody, second by Councilwoman Luster, to approve the report of the Code Compliance Official for December 2019 as submitted by David Hash. Motion carried unanimously. Councilman Taylor commended Mr. Hash for good work.

B. Dilapidated Properties

David Hash, Code Compliance Official (CCO), reported on the status of the following 28 dilapidated properties:

1. 211 East Atlantic Street – Paul Duffer is painting windows and scraping paint; to be completed by December 30, 2019; summons pending
2. 400 Goodes Ferry Road – received plan of action to start January
3. 402 Goodes Ferry Road – received plan of action to start April 1
4. 210 Park Lane – Jon Taylor is scraping and painting; rot being repaired and painting on front porch; termite treatment done, roof patched, front porch floor under repair and back porch structure repaired; to be completed by August 31

5. 205 East Atlantic Street – work on house complete; Mr. Stanley to have construction debris removed by January 15
6. 923 West Atlantic Street – new roof completed October 16, 2019; siding being installed
7. 110 Third Street – grass in front of house cut October 29, 2019; Mr. Allen working on occupied properties first
8. 513 North Mecklenburg Avenue – Mr. Crutchfield’s repairs to siding and painting completed as of December 31, 2019
9. 110 West Main Street – permit issued for demolition and removal; removed December 18, 2019
10. 315 West Danville Street – completed
11. 1200 Halifax Street – extension until January 31 to obtain contractor
12. 906 Plank Road – second notice of violation sent September 17, 2019; owner trying to sell to Joyner; 40% clean; to clean up by November 30, 2019; letter sent December 3, 2019 stating if property not clean by December 18, 2019, Town will clean at owner’s cost; 50% clean as of January 2
13. 111 South Mecklenburg Avenue – Gwen Williams façade improvement grant approved as of September 16, 2019; started window repair
14. 1228 Halifax Street – removed as of December 17, 2019
15. 132 Bedford Street – mid-January demolition waiting on contractors; expenses placed as lien to real estate tax
16. 212 North Mecklenburg Avenue – first correction notice sent October 2, 2019; Ms. Marron seeking buyer and talking with contractors
17. 128 South Mecklenburg Avenue – façade grant approved; first correction notice sent October 1, 2019; extension granted until February 28 due to demolition of 110 W. Main Street
18. 105 East Third Street – completed carport roof
19. 101 East Third Street – work on carport completed
20. 109 East Third Street – carport and roof repair to start December 1, 2019
21. 201 East Atlantic Street – correction notice sent October 22, 2019 for paint, trim, and overgrown bushes; bushes trimmed; spring completion on painting
22. 507 Moseley Lane – notice sent November 20, 2019 for yard cleanup
23. 510 Moseley Lane – notice sent November 20, 2019 for yard cleanup and grass cutting; grass and shrubs cut January 2
24. 307 Moseley Lane – notice sent November 20, 2019 for yard cleanup
25. 505 E. Atlantic Street – debris on porch cleaned as of December 12, 2019
26. 117 Clay Street – notice sent November 26, 2019 for yard cleanup
27. 115 Clay Street – property cleaned December 11, 2019
28. 706 Brook Avenue – Mr. Allen scheduled work on carport and front porch repair

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

C. Code Inspector Activity Report

Jamie Velvin submitted the Code Inspector Activity Report for December 2019 as follows:

- Spoke with Dorothy Talley regarding removal of dilapidated building at 1200 Halifax Street; deadline date was extended to January 31 to obtain contractor
- Met with contractor for demolition project at 1228 Halifax Street and 132 Bedford Street

- Read and studied FEMA model on local flood hazards
- Met with Sam Allen to update schedule for repairs to his properties on Third Street and Brook Avenue
- Met with Scott Vincent, apartment manager at Pine Wood Forest, regarding removal of three inoperative vehicles on their property
- Met with Angela Cypress regarding complaint about trash in yard at 117 Clay Street; violation notice sent
- Met with Jimmy Martin regarding continuing work at 128 South Mecklenburg Avenue; extension to deadline granted because of demolition work at 110 West Main Street
- Surveyed west side of Town to locate and record properties that qualify for the Item B agenda list; 23 properties recorded
- Performed field inspections of all properties on Item B agenda list; four properties removed from list with one addition
- Called Tommy Stanley and Melvin Crutchfield to acknowledge completion of required work on their properties and to thank them.

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

7. POLICE REPORT

A. Monthly Report

Chief Bowen presented the police report for December 2019. Chief Bowen informed Council there were 394 activity incidents, 49 reportable criminal offenses, 776 calls for service, and \$22,849 property recovered in December. Other miscellaneous included 35 court overtime hours, 2 training hours, 30 warrants issued, and 16 inoperative vehicles tagged.

He presented the following administrative news:

- William “Russ” Inge was hired as a new Patrol Officer December 30, 2019. He began Basic Law Enforcement training January 6, 2020.
- Sergeant Mike Peebles and Corporal Ethan Atkinson instructed Officer Survival at the training academy.
- Sergeant Chris Parrot completed NCIC/VCIN Recertification online.

A motion was made by Councilman Sasser, second by Councilman Moody, to approve the report of the Police Department for December 2019 as submitted by Donna Burch. Motion carried unanimously.

B. Annual Report

Chief Bowen presented the Annual Police Report for 2019. Chief Bowen informed Council there were 4,884 activity incidents, 400 reportable criminal offenses, 9,004 calls for service, and \$197,919 property recovered in 2019. Other miscellaneous included 236 court overtime hours, 1,781 training hours, and 308 warrants issued.

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

C. EMT-B Class Update for Southside Rescue Squad (SSRS)

Another student has passed all practical testing and the written registry exam and is now a Nationally Registered EMT-B. Several more students retested failed practicals and have completed that portion of testing. Students needing remediation are registered in an EMT-B class being held in Victoria. Those who have not taken the written exam are being strongly encouraged to do so as soon as possible.

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

D. Parking Ordinance Amendment

Chief Bowen presented Council with an amendment to Section 50-800 of the Town Code prohibiting parking in specified places. The proposed amendment makes it unlawful for a vehicle to be parked with the left side to the curb so that the front of the vehicle is facing toward the direction of on-coming traffic. This section will not apply to vehicles parked on one-way streets.

A motion was made by Councilman Moody, second by Councilman Taylor, to hold a Public Hearing at the February 10, 2020 regular Council meeting to hear comments on the proposed amendment to Section 50-800 prohibiting parking in specified places. Motion carried unanimously.

8. FINANCE REPORT

A. Monthly Financial Report

Sheila Cutrell presented the financial report for month ended December 31, 2019 as follows:

General Fund	-	\$18,532,840.82	Total CD Investment Accounts	-	\$2,247,061.14
Water and Sewer Fund	-	3,588,471.06	Total Police Dept. Savings	-	\$ 14,524.51
Cemetery Fund	-	9,963.01	Total Taxes Due Thru 12/31/19	-	\$1,214,309.08
Food Hub	-	(18,951.94)	(Real Estate and Personal Property, all years)		
Total in Checking	-	\$22,112,322.95			

A motion was made by Councilman Taylor, second by Councilman Allen, to approve the financial report for month ended December 31, 2019 as submitted by Sheila Cutrell. Motion carried unanimously.

9. BUSINESS DEVELOPMENT REPORT

A. Monthly Update

Brent Morris presented the business development report for December 2019 as follows:

- Mailed 27 information packets to potential industries (normally a 50% response rate is received)
- Attended the Regional Economic Strategy Input Session put on by the Southside Planning District Commission
- Met with Mecklenburg County Tourism to discuss and review the VTC grant and marketing platform for localities in Mecklenburg
- Worked with South Hill Volunteer Fire Department to host a lunch for Brunswick County School students to tour the Fire Department

- Attended groundbreaking for the new school
- Attended a reception with the Virginia Economic Development Partnership team in Richmond
- Working with the Chamber Board on the transition of the Sunset Sounds band series from Market Square to be managed by the South Hill Chamber of Commerce; reorganizing membership levels to include series sponsorship
- Cocktails & Kitchen has announced its opening in the former cafeteria at 313 Franklin Street.

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

10. CITIZENS TO ADDRESS COUNCIL

No citizens present wished to address Council.

11. COMMITTEE REPORTS

There were no committee reports.

12. TOWN MANAGER REPORT

Kim Callis submitted the following report for December 2019:

A. Facilities Reservation Calendar

Kim Callis presented Council with a calendar of activities and reservations at Centennial Park, Parker Park, the South Hill Exchange, and other Town facilities. Mr. Callis also shared the tentative reservation dates for the 2020 Got Game Virginia Softball (Tim Doby) and the Top Gun USA Baseball (Jeff Maynard). He noted the calendar changes frequently as new reservations are made.

Parker Park restrooms have been winterized and closed until February 2020.

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

B. FY20-21 Budget Planning

Mr. Callis reported that staff has begun working on the Town's budget for FY20-21. Preparation materials have been distributed to the Mayor, Budget and Finance Committee, Town staff, and community organizations that traditionally request funds. We plan to deliver a copy of the proposed budget to Council in late April with a Public Hearing scheduled for May 11.

We will carefully and regularly monitor federal and state legislative issues and other developments and adjust our plans accordingly.

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

C. Municipal Services Projects

Biggs Construction and Town Infrastructure Division staff completed the Highway 47 waterline installation on December 31. Crews are currently working to connect service laterals to the new line. All customers are planned to be connected to the new waterline by January 31.

Barker Construction began work on the RCUT project at the intersection of East Atlantic Street and Maple Lane on January 6. Weather permitting, the project will be completed by January 17.

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

D. Proposed Amendments to the Sewer Use Ordinance

Staff has worked with the McGuire Woods law firm to prepare the amended sewer use ordinance to better address a variety of sewer issues. As Dewberry engineers will be working with us on Department of Environmental Quality pretreatment issues mentioned at the December 9 Council meeting, the draft ordinance has been shared with them as well.

A motion was made by Councilwoman Jordan, second by Councilwoman Bracey, to hold a Public Hearing at the February 10, 2020 Town Council meeting to hear comments regarding proposed amendments to the Sewer Use Ordinance. Motion carried unanimously.

E. Façade Improvement Matching Funds Program

The \$50,000 appropriation for the façade improvement matching funds program has been successful. All funds have been spent or committed. Nine property owners have completed improvements and two applications are pending.

As additional property owners are interested in improving the appearance of buildings and have developed plans to do so, the Budget and Finance Committee discussed options for continuing the matching funds program. The Committee recommends an additional appropriation of \$20,000 so that these projects can begin. The Committee further recommends the additional funds be available to improve business properties throughout the Town, not just in the downtown area. The funds will be available to applicants on a first-come, first-serve basis. The additional \$20,000 this fiscal year will be factored into decisions about future appropriations.

A motion was made by Councilman Taylor, second by Councilwoman Bracey, to appropriate \$20,000 to continue the Façade Improvement Matching Funds program during FY19-20. The additional funds may be used on improvement projects for business properties throughout the Town. Motion carried unanimously.

13. HUMAN RESOURCES REPORT

A. Monthly Personnel Report

Carol Hutchinson presented the following administrative news for December 2019:

- CPR/First Aid and Bloodborne Pathogens Training is being scheduled for 2020. All employees will be scheduled for this training.
- Ryan Goode attended Wastewater Works Operators Licensure Review November 19 – 22 hosted by Virginia DEQ in Henrico. This preparation course will assist in the Class IV Wastewater Operators Licensure Exam.

- The Public Works Safety Meeting was held on December 17, 2019. Topics covered were current projects and future goals. Carol Hutchinson was introduced as the new HR Manager. The next meeting will be January 21.
- We are in the Applicant process for the position of Accounting Technician I. There was a high interest in this position. The job posting closed on January 10.
- The Advertisement for Director of Municipal Services began January 7. Applications will be accepted through January 28.

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. CLOSED SESSION

Legal – § 2.2-3711(A)(7)

Pursuant to Legal – § 2.2-3711(A)(7) of the Code of Virginia and on **motion** of **Councilman Moody**, and **second** of **Councilwoman Jordan**, the South Hill Town Council entered into **Closed Session** to discuss a Legal matter involving policy review. Motion carried unanimously.

There was no action taken while in Closed Session on the Legal matter.

WHEREAS, the South Hill Town Council has convened a Closed Session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711(A)(7) of the Code of Virginia requires a certification by this Council that such Closed Session 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 Closed Session to which certification resolution applies, and (2) only such business matters as were identified in the motion convening the Closed Session were heard, discussed, or considered by the Council. **A motion was made by Councilman Moody, second by Councilwoman Luster**, to approve **Resolution 342**, dated January 13, 2020 and return to **Open Session**. A **roll-call vote** was requested and voiced as follows:

Councilman Allen-Aye	Councilwoman Bracey-Aye
Councilwoman Feggins-Boone-Absent	Councilwoman Jordan-Aye
Councilwoman Luster-Aye	Councilman Moody-Aye
Councilman Sasser-Aye	Councilman Taylor-Aye.

17. OPEN SESSION

A motion was made by Councilman Moody, second by Councilman Allen, on the Legal matter, to adopt the Employee Handbook as presented to Council effective January 13, 2020. Motion carried unanimously. HR staff and legal counsel will schedule information meetings to present the Employee Handbook to Town employees.

18. ADJOURNMENT

There being no further business matters before the South Hill Town Council, Mayor Marion adjourned the meeting at 7:30 p.m.

Respectfully submitted by Anna B. Cratch.

Signed:

Dean Marion, Mayor

Attest:

Anna B. Cratch, Town Clerk