



SOUTH HILL TOWN COUNCIL
REGULAR MEETING MINUTES
MONDAY, MAY 11, 2020, 7:00 P.M.

To comply with Governor Northam’s Executive Orders mandating social distancing, limited gatherings, and other precautions due to the COVID-19 virus, the April 13, 2020 Town Council meeting was canceled.

The regular monthly meeting of the South Hill Town Council was held on Monday, May 11, 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. To practice social distancing, public seating was limited to 17 and attending staff was reduced. Attendees were asked to wear a mask/facial covering. The public was encouraged to view the Town’s first live-streamed Council meeting on YouTube.

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	Lillie Feggins-Boone
Lisa V. Jordan	Delores B. Luster	W.M. “Mike” Moody
G. Ben Taylor		

Councilman C. Leroy Sasser was not present at 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.
C.J. Dean, Dir. of Municipal Services	

4. CONSENT AGENDA PROCEDURE APPROVAL

Kim Callis informed Council a consent agenda is a widely recognized tool sometimes used by local governments and other boards to efficiently conduct business by grouping several items into one agenda item for approval. A couple of examples of when a consent agenda may be appropriate include

approval of items when a quorum was not present at a prior meeting or when a meeting may have been canceled, such as our April 13, 2020 Council meeting.

When using a consent agenda, it is important for Council to review documents, pose questions to staff before the meeting, and request additional information if necessary. If further discussion is warranted, the issue in question may be removed from the consent agenda. It is important to maintain transparency. Typically included in a consent agenda are routine or recurring items such as minutes from a previous meeting, Town Manager reports, financial reports, staff reports, non-controversial items, and issues previously discussed on which Council has reached a consensus, but that still requires an official vote, i.e., asphalt contract award.

Mr. Callis presented a resolution required to implement a process for using a consent agenda. In acknowledging Governor Northam’s executive orders and other safety guidelines, so that the May 11, 2020 Council meeting may be conducted efficiently, staff recommends using a consent agenda for certain items included in the April 13, 2020 Council information packet.

A motion was made by Councilwoman Jordan, second by Councilwoman Feggins-Boone, to adopt the Resolution approving and authorizing the use of a Consent Agenda. A roll-call vote was requested and voiced as follows:

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

5. CONSENT AGENDA ITEMS (MARCH MONTHLY REPORTS)

Mayor Marion announced that a Consent Agenda is contained in this meeting agenda. The Consent Agenda is designed to assist in making the meeting shorter and more efficient. Items left on the Consent Agenda may not be discussed when the Consent Agenda comes before the Town Council. Mayor Marion asked for any Council member to tell him if he/she wished to discuss a Consent Agenda item. The item would then be removed from the Consent Agenda and placed in an appropriate place on the regular meeting agenda for discussion when taken up by the Council. No Council member requested removal of any Consent Agenda items, which were as follows.

A. Minutes – March 9, 2020

Anna Cratch submitted the minutes of the regular meeting held on March 9, 2020.

B. Code Compliance Report

i. Monthly Report

David Hash submitted the report of activity for March 2020 as follows:

Inspections Completed	-	42
Permits Issued	-	22
Fees Collected	-	\$ 9,790.31
UEZ Exemption	-	\$ 0
Rehab Exemption	-	\$ 0

General Exemption	-	\$	153.00
Work Value	-	\$	1,881,377.87

New businesses for March included:

- Clarence Matthews Landscaping, 509A East Ferrell Street (landscaping)

ii. Dilapidated Properties

properties: David Hash submitted a report on the status of the following 29 dilapidated

- 211 East Atlantic Street
- 400 Goodes Ferry Road
- 402 Goodes Ferry Road
- 210 Park Lane
- 923 West Atlantic Street
- 110 Third Street
- 315 West Danville Street
- 906 Plank Road
- 132 Bedford Street
- 212 North Mecklenburg Avenue
- 109 East Third Street
- 201 East Atlantic Street
- 507 Moseley Lane
- 117 Clay Street
- 706 Brooke Avenue
- 122 Clay Street
- 112 Center Lane
- 930 West Danville Street
- 932 West Danville Street
- 211 Bryan Street
- 118 South Lunenburg Avenue
- 1179 Country Lane
- 208 Pennington Street
- 112 East Atlantic Street
- 302 West High Street
- 403 North Mecklenburg Avenue
- 419 East Atlantic Street
- 935 West Atlantic Street
- 660 Lombardy Street

iii. Code Inspector Activity Report

follows: Jamie Velvin submitted the Code Inspector Activity Report for March 2020 as

- Hand delivered inoperative vehicle letters to 1023 Nicks Lane, 1016 Nicks Lane, and 807 Roanoke Avenue
- Met with Brad Champlain regarding an inoperable vehicle complaint at 607 Franklin Street; multiple vehicles in backyard
- Hand delivered a copy of the inoperable vehicle code to 602 Brook Avenue and 941 East Atlantic Street
- Three inoperable vehicles towed

- Located inoperable vehicles for list to Police Department; 36 vehicles found
- Met with the manager of Roses regarding trash build up around the store dumpster
- Hand delivered correction notice to 117 Clay Street
- Met with Sam Allen regarding his properties on Third Street and Brook Avenue
- Performed field inspections of all properties on Item B list; removed three properties from list and added four
- Met with Shirley Williams regarding debris clean up at 935 West Atlantic Street
- Contacted Ivory Joyner regarding property at 906 Plank Road
- Contacted Joe Cappaert regarding his property at 660 Lombardy Street; to remove single wide trailer
- Contacted Scott Burt regarding his property at 923 West Atlantic Street
- Attended court for property located at 211 East Atlantic Street
- Conducted pick-ups of temporary off premise advertisement signs; fifteen removed
- Compiled and updated completed property list
- Placed notice tags on eleven doors for garbage cans left at curb; spoke with members of three of these houses in the North Brunswick Avenue area
- Researched Town Code involving temporary signs
- Worked on obtaining trash removal crews for Town streets from Meherrin River Regional Jail; work to start after state of emergency lifted
- Attended CPR and Bloodborne Pathogens Training

C. Police Report

i. Monthly Report

Chief Bowen submitted the police report for March. Chief Bowen informed Council there were 273 activity incidents, 39 reportable criminal offenses, 1152 calls for service, and \$14,777 property recovered in March (the increase in total calls for service is due to the current COVID-19 pandemic. Calls for service are being handled, as much as possible, in compliance with social distancing. An increase in neighborhood patrols and business checks are also taking place.) Other miscellaneous included 16 court overtime hours, 22 training hours, 16 warrants issued, and 39 inoperative vehicles tagged.

He shared the following administrative news:

- With the exception of the Police Department, Corporal Tony Solomon and Officer Paul Jones instructed all Town employees in CPR, Basic First Aid, and Bloodborne Pathogens.
- Captain Shane Johnson attended an Accreditation Meeting in Farmville.
- Donna Burch participated in two days of online LERMS IBR Training.
- Officer Andrew Towery resigned as a Patrol Officer effective April 3.

ii. EMT-B Update for Southside Rescue Squad

All testing, retesting, and remediation classes have been suspended at this time. There will be a limited number of Pearson Vue testing sites available with a one-person limit beginning in May.

D. Finance Report

Sheila Cutrell submitted the financial report for month ended March 31, 2020 as follows:

General Fund	-	\$ 7,410,509.77	Total Investment Accounts	-	\$17,318,125.64
Water and Sewer Fund	-	1,139,737.27	Total Police Dept. Savings	-	\$ 27,634.80
Cemetery Fund	-	9,963.01	Total Taxes Due Thru 03/31/20	-	\$ 759,979.31
Food Hub	-	(19,669.82)	(Real Estate and Personal Property, all years)		
Total in Checking	-	\$ 8,540,540.23			

E. Business Development Report

Brent Morris submitted the business development report for March 2020 as follows:

- After discussing with the Town Manager, we forwent sending packets this month because of the current pandemic situation and redirected our focus to business retention.
- Worked with EverWondr on video productions and highlights of things to do in South Hill; this is the marketing company the Chamber is working with.
- Met with Clarksville and Chase City’s Chamber Executive Directors to brainstorm on a program to help our locally owned businesses in Mecklenburg
- Worked with the Chamber and Shops of South Hill to roll out the “From Our Doors to Yours” program to encourage people to stay home and continue to shop
- We continue to schedule appointments for SBA meetings at the Lake Country Advanced Knowledge Center in South Hill. Mr. Morris thanked Councilwoman Jordan for volunteering to help these businesses through the application process.
- Working with all the banks that participate with SBA on the new programs that are being offered so we can communicate with our business community
- Mr. Morris and Mecklenburg County Economic Development are communicating with our industry partners to see if there is anything we can do to help them. Most have laid off the bulk of their employees and are operating on minimal staff. We are continuing communication.

F. Human Resources Report

Carol Hutchinson submitted the following administrative news for March 2020:

- First Aid and Bloodborne Pathogens Training was held at the Town Hall on March 4 and 5 in Conference Room B. The training was conducted by Officer Jones and Officer Solomon of the South Hill Police Department. The training was attended by all departments with the exception of our First Responders. We will offer another class in the near future for those that were unable to attend a session in March.
- The Performance Evaluation Process for all employees began in March and will conclude by the end of April.

G. Town Manager Report (Excluding Asphalt Contract)

i. Facilities Reservation Calendar

Kim Callis submitted the calendar of activities and reservations at Centennial Park, Parker Park, the South Hill Exchange, and other Town facilities. By order of the Governor, all Town parks are closed to the public until further notice.

The Southside Health District is considering various sites for public testing for the COVID-19 virus. Parker Park may be considered for this purpose as it is an outdoor facility with ample parking, easy access off Raleigh Avenue, and has restrooms for use by Health District personnel only. Mr. Callis expects to have more information soon.

ii. Public Hearing for FY20-21 Proposed Budget and Rates

Mr. Callis reported staff has completed a series of meetings with Department Heads, the Mayor, and the Budget and Finance Committee and will schedule meetings with Council members to discuss the proposed budget and rates for FY20-21. As we are clearly dealing with uncertain times, we have developed a budget that we believe will allow for flexibility as information about the economy becomes clearer while continuing to provide essential services.

We are recommending the following:

- No tax increases
- Water rates will be increased by 5.5% to offset the increase in rates charged to us by the Roanoke River Service Authority (RRSA). The RRSA is losing operators to other agencies who offer higher pay and is therefore increasing rates to generate revenue so that it may offer competitive compensation.
- Salaries will be frozen until October 1, at which time conditions will be re-evaluated. Like the RRSA, we also face challenges with losing good employees to other organizations offering higher pay.
- Some large equipment/vehicle purchases will be delayed until at least October 1. Projects involving infrastructure improvements will proceed as they are needed to meet regulatory requirements and ensure ample water supply and reliable sewer service. Most of this work will be financed via bonds.

We hope to be in a position with the COVID-19 pandemic to hold a Public Hearing on the proposed FY20–21 budget on May 11. The Public Hearing will be advertised in the April 29 and May 6 editions of the South Hill Enterprise. Adoption of the budget and appropriation of funds will be scheduled for June 8.

iii. Municipal Services Projects

Mr. Callis reported Adams Construction Company began paving several streets in Town, including all or sections of Matthews, Peebles, Furr, Pennington, Thomas, Binford, Main, Lunenburg, and Union Mill (as part of the Hwy. 1/138 traffic project).

Adams was the only bidder on the second asphalt project, but the contract cannot be awarded until we have a Council meeting with a quorum physically present.

The Highway 1/138 Project has resumed and is scheduled to be completed by April 30.

Mark Novsak, Anna Cratch, and others have been working diligently to implement a new telephone system with Comcast. The system replaces a BIT/CenturyLink system that is no longer supported. The Comcast system offers expanded capability including conference calling and faster internet service and will also include the Police Department and Parks Division telephones.

In an effort to reduce risk, protect employees, and ensure we have adequate staff to continue providing essential services should our workforce be directly impacted by the COVID-19 virus, we have established work teams that will be working alternating schedules. We will return to normal schedules as soon as conditions allow.

A motion was made by Councilman Taylor, second by Councilman Allen, to approve the Consent Agenda minus the Asphalt Contract (to be presented under Town Manager Report). A roll-call vote was requested and voiced as follows:

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

6. CITIZENS TO ADDRESS COUNCIL (Comments are limited to three minutes.)

No citizens present wished to address Council.

Councilwoman Bracey stated the three minute limit is a good policy. She reported the Policy Committee met on several occasions and proposed regulations will be forthcoming to Council. Mayor Marion commented a countdown clock has been installed in the Council Chambers.

7. PUBLIC HEARINGS

A. Sheila Cutrell – Appropriation of Additional Funds for FY19-20

Sheila Cutrell informed Council a Public Hearing has been called for comments regarding the appropriation of additional funds for FY19-20 to include grant funding, insurance refunds, and funding for certain projects and expenses as follows:

Appropriations:

Finance and Administration	
Temporary Contract Labor – Account 10-1-0101-1006	\$ 21,780.00
Non-Departmental	
Legal Expenses – Account 10-1-0106-3012	\$ 55,000.00
Refunds on Taxes – Account 10-1-0106-3014 – BB&T Franchise Tax	\$ 39,210.00
Timber Expense – Account 10-1-0106-5802 – Landfill Replanting	\$ 16,120.00
Fire Department	
Vehicle and Equipment Maintenance – Account 10-1-0122-5408	\$ 20,000.00
Aid to Localities Program (Grant) – Account 10-1-0122-5605	\$ 16,936.00
Street Maintenance	
Street Maintenance – Account 10-1-0126-5407 – Asphalt Paving	\$ 800,000.00
Departmental Supplies (Insurance) – Account 10-1-0126-5804 – Traffic Signal	\$ 106,575.00
Water Distribution System	
Repairs and Maintenance – Account 30-1-6000-3004	\$ 25,000.00
Capital Outlay – Account 30-1-6000-7009 – Hwy. 47 Project	\$ 300,000.00
Wastewater Treatment Plant	
Capital Outlay (Insurance) – Account 30-1-7000-7009 – Rotor	\$ 49,038.00

Cemetery		
Cemetery Maintenance – Account 60-1-0004-5408	\$	800.00
Food Hub		
Food Hub Accounts (Grant)	\$	<u>81,284.00</u>
		Total \$1,531,743.00

Ms. Cutrell opened the Public Hearing for comments regarding the appropriation of additional funds for FY19-20. There were no speakers in favor of or against the proposal.

Ms. Cutrell closed the Public Hearing. **A motion was made by Councilman Moody, second by Councilwoman Bracey**, to appropriate additional funds in the amount of \$1,531,743.00 into the FY19-20 budget. Motion carried unanimously.

B. Kim Callis – Proposed FY20-21 Budget and Rates

Kim Callis gave a PowerPoint presentation explaining the major highlights of the proposed FY20-21 budget. The proposed budget expenditure and revenue projections are as follows: General Fund - \$10,670,455 and Water and Sewer - \$10,083,342. Mr. Callis reported there is much uncertainty about the economy. Almost \$1,000,000 in expenditures is suspended and wages are frozen. No tax rate increases are proposed; however, there is a 5.5% utility rate increase to offset the increase in rates charged to us by the Roanoke River Service Authority. To keep our utility discount relatively level to our ratepayers, the discount is proposed to be increased from 20% to 25%. Projections include a Water and Sewer Fund deficit of \$529,137.

Mr. Callis opened the Public Hearing for comments regarding the proposed FY20-21 budget and rates for the Town of South Hill. There were no speakers in favor of or against the proposal.

Mr. Callis closed the Public Hearing. **A motion was made by Councilman Moody, second by Councilwoman Feggins-Boone**, to place the proposed budget for FY20-21 on the agenda for adoption and appropriation at the regularly scheduled Town Council meeting to be held on June 8, 2020 at 7:00 p.m. at the South Hill Town Hall. Motion carried unanimously.

Mr. Callis thanked Council, the Budget and Finance Committee, and staff for their time and effort in producing the proposed budget.

Comments on the Public Hearings may be submitted in writing to Anna Cratch at acratch@southhillva.org within seven days of the meeting date.

8. TOWN MANAGER REPORT

Kim Callis recognized Mark Novsak for his hard work in installing cameras and setting the Council Chambers up for live streaming.

Mr. Callis submitted the following report for April 2020:

A. Asphalt Milling, Overlay, and Traffic Marking Project IFB 20-02

Kim Callis reported sealed bids were received at the Town Hall at 2:00 p.m. on March 12 for IFB 20-02: Asphalt Overlay and Traffic Marking. Adams Construction Company submitted the only bid at \$524,348.44. Mr. Callis complimented C.J. Dean for working with our staff to identify ways of cost

savings. So that newly overlaid asphalt will not be cut, the overlay of the short section of Northington Street (McCracken to Franklin) may be delayed until utility repairs can be completed. This project is the second street overlay during FY19-20. In answer to a question from Councilman Moody, Mr. Callis commented the work will hopefully begin within two weeks.

A motion was made by Councilman Moody, second by Councilwoman Luster, to award the bid for asphalt milling, overlay, and traffic marking to Adams Construction Company at the bid price of \$524,348.44. Motion carried unanimously.

B. COVID-19 Resolutions and Ordinance

Mr. Callis informed Council that with the onset of the COVID-19 pandemic and the subsequent Executive Orders by Governor Northam limiting public gatherings, guidance and legal opinions about the manner in which local governments may continue to conduct business has been inconsistent and unclear.

After questions posed by many to the offices of the Governor and the Attorney General, the Governor recently signed HB 29 (budget bill) that includes language allowing governing boards to meet electronically during emergencies; however, it remains prudent for boards to adopt measures that provide for the continuance of local government during emergencies. The general steps to do so are:

1. The Emergency Services Director (Mayor or Town Manager) declares an emergency.
2. Council adopts a resolution confirming the emergency declaration.
3. Council adopts the ordinance approving measures to ensure the continuity of operations during the emergency.
4. Council adopts a resolution to authorize procedures providing for the continuity of government during the emergency.

This model has been used in a lot of towns around Virginia. Staff recommends adoption of the resolutions and ordinance so that measures to ensure continuity of government during future emergencies may be more easily implemented. It is good for 60 days or up to six months if we need to do it again. The electronic meetings must be related to the emergency.

A motion was made by Councilwoman Feggins-Boone, second by Councilwoman Luster, to adopt the Resolution confirming the Mayor's Declaration of Emergency. A **roll-call vote** was requested and voiced as follows:

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

A motion was made by Councilwoman Jordan, second by Councilman Moody, to adopt the Ordinance providing for continuity of operations during the declared emergency. A **roll-call vote** was requested and voiced as follows:

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

A motion was made by Councilwoman Bracey, second by Councilman Allen, to adopt the Resolution authorizing procedures to provide for continuity of operations. A roll-call vote was requested and voiced as follows:

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

C. Facilities Reservation Calendar

Mr. Callis presented Council with a calendar of activities and reservations at Centennial Park, Parker Park, the South Hill Exchange, and other Town facilities. He noted that by order of the Governor, all Town parks are closed to the public until further notice. Accordingly, numerous reservations have been canceled, some of which will be rescheduled. We have started to receive a lot of requests by hosts for ball tournaments. We will be prepared to allow them to do it when restrictions are lifted and we can do so safely.

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

D. SSRS Annual Bucket Drive on July 4 from 7:00 a.m. to 2:00 p.m.

Mr. Callis mentioned Floyd Edmonds with the Southside Rescue Squad, Inc. (SSRS) called him. Because of the current pandemic, the SSRS will not be holding their Annual Bucket Drive over the Memorial Day holiday. Restrictions permitting, they have requested permission to hold their Annual Bucket Drive over the July 4 weekend.

A motion was made by Councilman Taylor, second by Councilwoman Feggins-Boone, to authorize the Southside Rescue Squad to hold their Annual Bucket Drive on July 4 from 7:00 a.m. to 2:00 p.m., in coordination with the Police Department, as long as it is allowable. Motion carried unanimously.

9. FINANCE REPORT

A. Monthly Financial Report

Sheila Cutrell presented the financial report for month ended April 30, 2020 as follows:

General Fund	-	\$ 6,910,283.00	Total Investment Accounts	-	\$17,362,197.77
Water and Sewer Fund	-	1,192,454.66	Total Police Dept. Savings	-	\$ 27,635.32
Cemetery Fund	-	9,963.01	Total Taxes Due Thru 04/30/20	-	\$ 754,185.30
Food Hub	-	3,005.73	(Real Estate and Personal Property, all years)		
Total in Checking	-	\$ 8,115,706.40			

A motion was made by Councilman Taylor, second by Councilwoman Luster, to approve the financial report for month ended April 30, 2020 as submitted by Sheila Cutrell. Motion carried unanimously.

10. MUNICIPAL SERVICES REPORT

CJ Dean presented the following report for April 2020:

A. Project Updates

Adams Construction Company completed the paving of several Town Streets; however, the line painting has not occurred yet.

Adams Construction Company has paved portions of Rt. 47 due to the waterline replacement project. This paving should complete the main water line replacement project for the Rt. 47 corridor.

The project at the intersection of Highway 1 and Rt. 138 was completed, inspected, and accepted by the engineer, VDOT, and the Town. The final pay request has been submitted to VDOT for reimbursement.

The phone replacement project for all Town facilities has been completed thanks to Mark Novsak and crew, and Anna Cratch.

Mark Novsak and crew have pulled wire and installed the camera in the Council Chambers.

The Parks crews have been busy cutting grass and other beautification projects around Town.

Public Works crews will be replacing water and sewer infrastructure in preparation for the next round of asphalt paving.

The Town is working with the American Legion and the VFW on the brick wall collapse between the Memorial Park and the Amphitheater. Safety and stabilization are of utmost concern as planning continues on how to move forward.

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

In answer to a question from Councilman Allen regarding replacement of the streetlight on Mecklenburg Avenue, Mr. Dean commented it is supposed to ship June 1. We will have to work with Venture Electric's schedule once it arrives.

11. REPORTS TO APPROVE AS PRESENTED

To make the meeting more efficient, the following reports were grouped to approve as presented.

A. Code Compliance Report

i. Monthly Report

David Hash submitted the report of activity for April 2020 as follows:

Inspections Completed - 47

Permits Issued	-	20
Fees Collected	-	\$ 3,492.91
UEZ Exemption	-	\$ 0
Rehab Exemption	-	\$ 0
General Exemption	-	\$ 0
Work Value	-	\$ 739,208.00

New businesses for April included:

- 7 City's Home Health, 222 South Hill Avenue (home health services)
- Buds and Blossoms Nursery and Farms, 1220 W. Danville Street (nursery)
- Septic Solutions of Southside Virginia, LLC, 601 Windsor Street (well and septic soil evaluations)
- The Hair Asylum, 233 W. Danville Street (salon/day spa)

ii. Dilapidated Properties

David Hash submitted a report on the status of the following 26 dilapidated properties:

- 211 East Atlantic Street
- 400 Goodes Ferry Road
- 402 Goodes Ferry Road
- 210 Park Lane
- 923 West Atlantic Street
- 110 Third Street
- 315 West Danville Street
- 906 Plank Road
- 132 Bedford Street
- 212 North Mecklenburg Avenue
- 109 East Third Street
- 201 East Atlantic Street
- 507 Moseley Lane
- 117 Clay Street
- 706 Brooke Avenue
- 112 Center Lane
- 930 West Danville Street
- 932 West Danville Street
- 211 Bryan Street
- 118 South Lunenburg Avenue
- 1179 Country Lane
- 208 Pennington Street
- 112 East Atlantic Street
- 403 North Mecklenburg Avenue
- 419 East Atlantic Street
- 660 Lombardy Street

Kim Callis commented that because of the pandemic, deadlines will be extended.

iii. Code Inspector Activity Report

Jamie Velvin submitted the Code Inspector Activity Report for April 2020 as follows:

- Removed twenty-three off premise advertisement signs
- Towed one inoperable vehicle from 702 Brook Avenue
- Completed work on inoperable vehicle list
- Met with Mr. Allen regarding progress and future work plans for his properties on Brook Avenue and Third Street
- Followed-up on trash container complaints on North Brunswick Avenue
- Met with Jamie Panther about bulk pick-ups on Bedford Street
- Spoke with Joe Cappaert regarding his property at 660 Lombardy Street
- Met with office supervisor at DMV in reference to when that office may reopen
- Performed field inspections for seven properties on the list; made phone calls to three of those property owners regarding their deadline dates; three properties were removed from the list.
- Met with Alex Graham regarding his property at 112 Center Lane
- Spoke with the Commonwealth Attorney's Office in reference to extending court ordered deadline dates due to the Governor's Executive Order Fifty-Three for coronavirus
- Investigated ownership issues of 112 East Atlantic Street
- Met with Mr. Guler at his warehouse at 315 West Danville Street
- Checked six tall grass complaints; five notice letters were sent on those complaints.

A motion was made by Councilman Moody, second by Councilman Allen, to approve the Code Compliance Report for April 2020 as submitted by David Hash. Motion carried unanimously.

B. Police Report

i. Monthly Report

Chief Bowen submitted the police report for April. Chief Bowen informed Council there were 53 activity incidents, 30 reportable criminal offenses, 1031 calls for service, and \$10,584 property recovered in April. Other miscellaneous included 0 court overtime hours, 0 training hours, 17 warrants issued, and 2 inoperative vehicles tagged.

He shared the following administrative news:

- The current Basic Law Enforcement School was suspended effective April 17 upon completion of Driver Training and is scheduled to resume June 15. Officer Russ Inge is obtaining field training in those areas previously covered during the school. He has also received training in ASP and Taser. He will receive further field training upon graduation.

ii. EMT-B Update for Southside Rescue Squad

Students are continuing to be encouraged to schedule testing through the limited number of Pierson View sites available.

Due to the current shortage of available certified volunteers, our Operational Medical Director has waived new EMT-Bs, age 18 and over, to be allowed to assume Attendant in Charge duties as needed.

A motion was made by Councilman Moody, second by Councilman Taylor to approve the report of the Police Department for April 2020 as submitted by Donna Burch. Motion carried unanimously.

C. Business Development Report

Brent Morris submitted the business development report for April 2020 as follows:

- After discussing with the Town Manager, we forwent sending packets this month because of the current pandemic situation and redirected our focus to business retention.
- Continuing to work with Everwondr (the chamber marketing company) on the existing marketing pieces and a 12-month marketing plan to reopen the Town once the COVID-19 restrictions have been lifted.
- The South Hill, Chase City, and Clarksville Chamber of Commerce partnered with Mecklenburg County Tourism and all three localities in Mecklenburg to implement a gift card match program that will currently result in a \$44,000.00 influx of revenue to participating businesses. This has been designed so that each Chamber will oversee its own area to ensure that each locality’s money stays in the locality.
- As the gift card match program was implemented, the “From Our Doors to Yours” program was discontinued on April 30.
- Mr. Morris reported he has continued to work with local businesses on PPP loans, direct them to bankers, and provide resources to help with the generation of revenue. He is continuing to push the local “downtown” businesses to utilize or implement virtual shopping experiences.

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

D. Human Resources Report

Carol Hutchinson submitted the following administrative news for April 2020:

- Open Enrollment regarding benefits will be held on May 21 at the Town Hall. Thomas Kinker of Virginia Asset Management will facilitate the meetings which will be held remotely through Zoom web conferencing. We will have multiple meetings to accommodate the social distancing guidelines set forth by the Governor.

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

12. COMMITTEE REPORTS

There were no committee reports.

13. APPOINTMENTS

A. Industrial Development Authority

Mayor Marion reported the IDA appointments of Spencer Crowder and Jerry Reynolds expired on May 5, 2020. Both directors have been contacted and are willing to serve another four-year term ending May 5, 2024 if Council so desires.

A motion was made by Councilman Allen, second by Councilman Moody, to reappoint Spencer Crowder to the IDA for a four-year term ending May 5, 2024. Motion carried unanimously.

A motion was made by Councilman Moody, second by Councilman Allen, to reappoint Jerry Reynolds to the IDA for a four-year term ending May 5, 2024. Motion carried unanimously.

14. OLD BUSINESS

There was no old business.

15. NEW BUSINESS

Kim Callis commented a process is now in place for holding meetings, but we also have the option during emergencies to hold meetings electronically through Zoom, GoToMeeting, etc.

Councilwoman Feggins-Boone asked if the Town has thought about offering free testing for the coronavirus as Petersburg is doing. Mr. Callis reported he will reach out to the hospital and see what we can do. He mentioned he does not know the cost of the tests, but they are not free. Even hospitals are having a difficult time procuring the tools needed to perform the testing. In answer to a question from Councilwoman Feggins-Boone regarding the number of cases in South Hill, Mr. Callis stated the only information we get is on a county basis. We have been informed that most of the cases are in a nursing home at another location. Unfortunately, the health department only shares how many cases have been diagnosed and how many deaths; they will not tell you how many people have recovered. Mr. Callis went on to say that we did not have to open the old hospital as planned. Councilwoman Bracey added there has not been a case in the Hundley Center. Mr. Callis shared that an order has been placed for 6,000 cloth masks so every household in Town can be given two.

Mayor Marion shared that several officers will be honored this Friday as part of police week observation.

16. ADJOURNMENT

There being no further business matters before the South Hill Town Council, Mayor Marion adjourned the meeting at 7:45 p.m.

Respectfully submitted by Anna B. Cratch.

Signed:

Dean Marion, Mayor

Attest:

Anna B. Cratch, Town Clerk